Troy University

Online Employment System User Manual

People Admin Version 7

Human Resources
April 2014

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Introduction

Welcome to the Troy University Online Employment System. The Human Resources department has implemented this system in order to automate our position management, applicant tracking and employment search processes.

The online employment system is used to:

- Review Position Descriptions for positions in user's area of responsibility
- Create and submit Position Requests to request an action/change on a position and route for appropriate approvals
- Post vacant positions to accept online applications
- Review applications and manage applicant statuses
- Create and submit Hiring Proposals to request to hire a selected candidate and route for appropriate approvals

User Types and Access

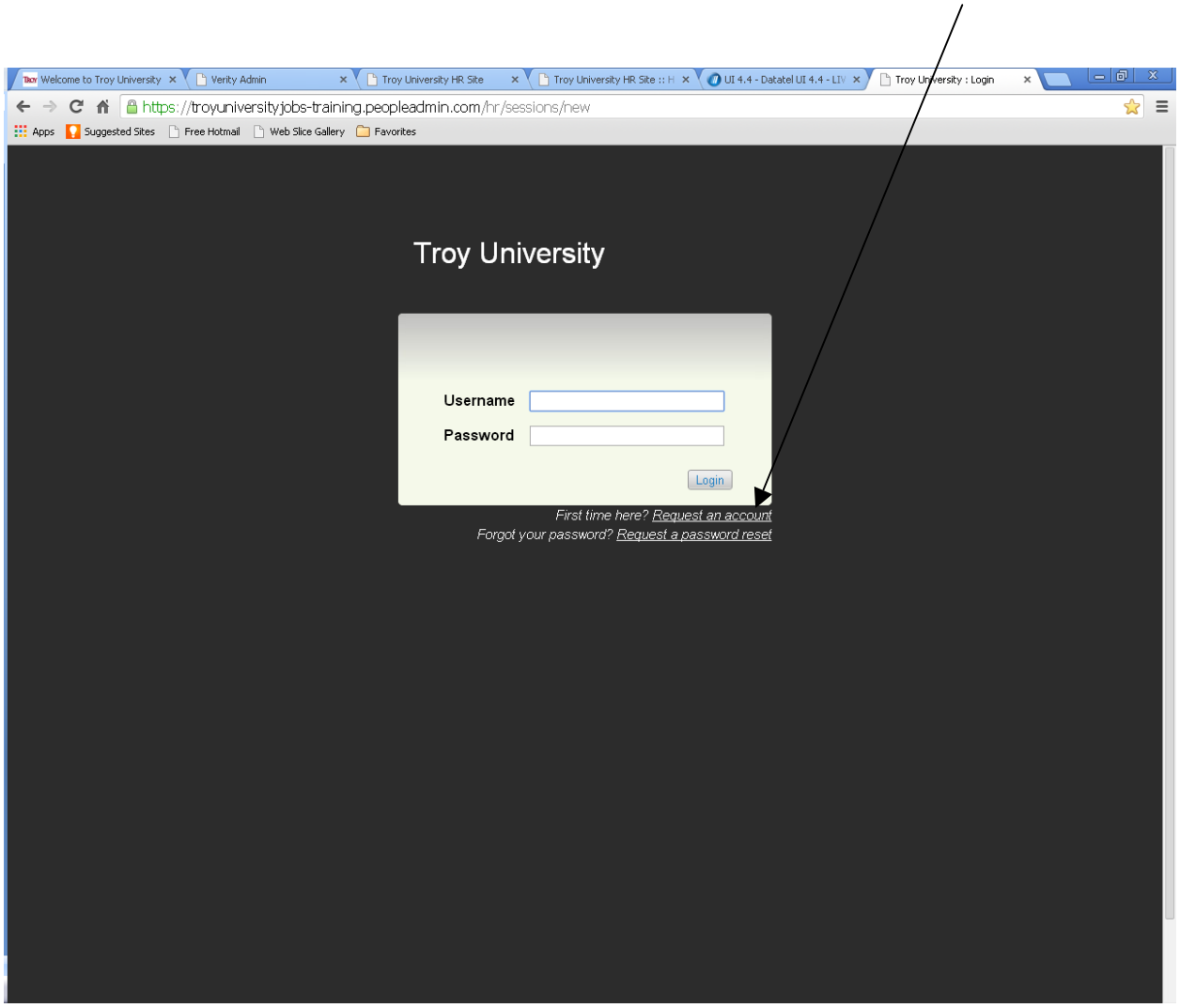
Each user account is set up with one or more user types, based on the functions the user will perform. If an account is set up with more than one user type, the account will have only one login, but the user can change their user type as needed.

- Data Entry (secretary, assistant, etc.) – creates position requests and hiring proposals
- Department Authority (supervisor, department head, etc.) – creates and/or approves position requests and hiring proposals
- Approving Authority (director, dean, etc.) – creates and/or approves position requests and hiring proposals
- VC/AP (campus vice chancellor, associate provost) – approves position requests and hiring proposals
- Executive Authority (senior vice chancellor) – approves position requests and hiring proposals
- Chancellor – approves position requests and hiring proposals
- Human Resources – administrators
- Search Chair – reviews applications and manages applicant statuses
- Search Committee Member – reviews applications

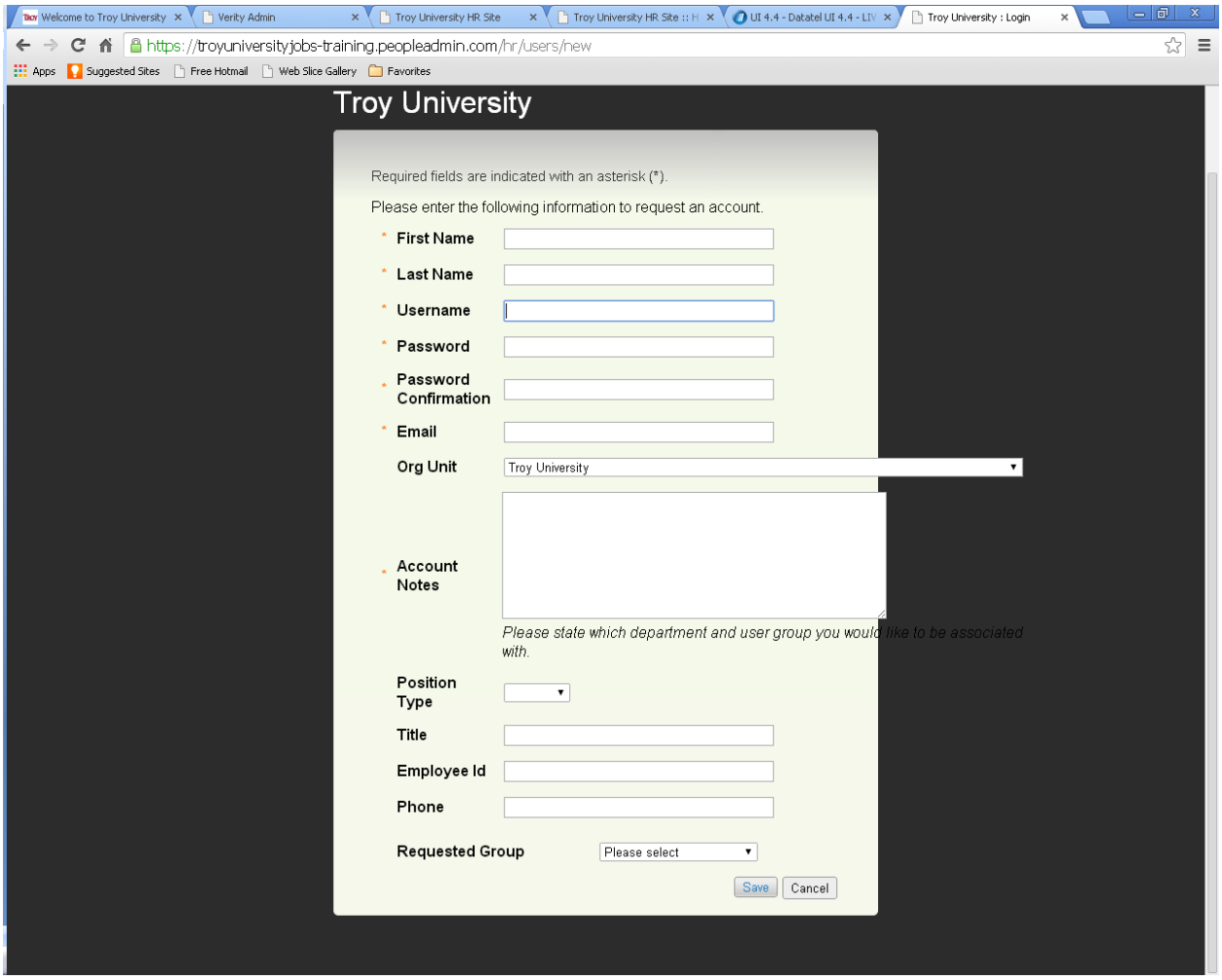
Each user account is set up with access to specific organizational units. Each organizational unit is based on the Campus, Division, and Department. If a user account is set up with access to the organizational unit of Troy Campus/College of Arts & Sciences/History, then that user will be able to access all positions within the department of History in the College of Arts and Sciences at the Troy Campus. Each user will only have access to positions within the organizational units established by their user account.

Creating a User Account

1. Go to the web address for the ***internal user*** site of the online employment system: www.troyuniversityjobs.com/hr. (FYI - The web address for the ***applicant site*** of the online employment system is www.troyuniversityjobs.com.)
2. If you already have an existing user account, you can enter your username and password here, and click the Login button
3. If you do not have a user account, then you should click the Request an account link



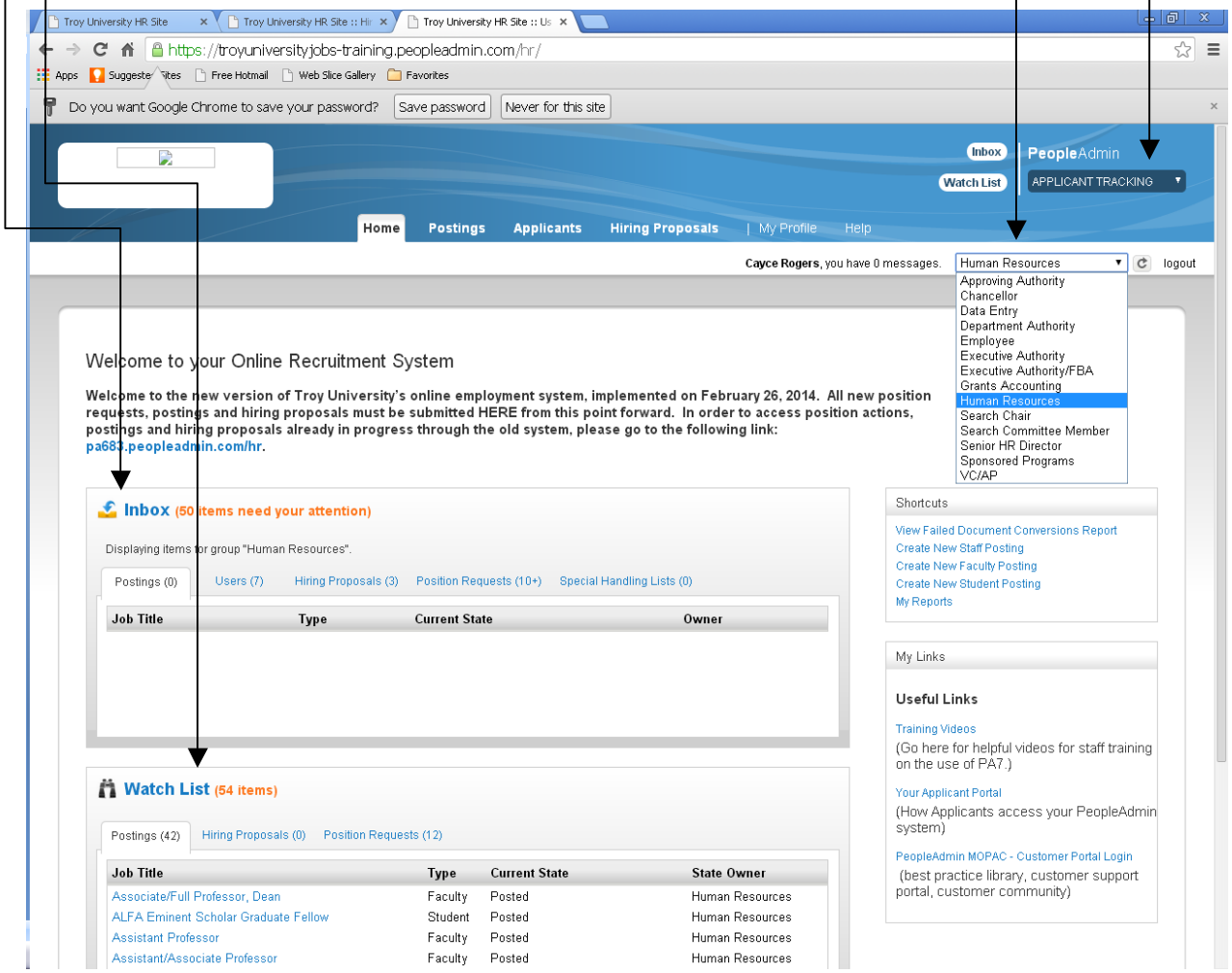
4. Complete the form and submit it by clicking the Save button
5. You will receive an automatic email notification from the system when your user account has been approved – then you will be able to login to your account



Homepage

1. Modules – The system is set up with two modules:
    a. Position Management (orange banner) – for accessing Position Descriptions and Position Requests
    b. Applicant Tracking (blue banner) – for accessing Postings and Hiring Proposals

   You can change your module by going to the drop-down box near the top right corner and clicking the appropriate selection.
2. Changing User Type - If your user account has multiple user types, you can change your user type as needed by going to the drop-down box near the top right corner, selecting the appropriate user type, and clicking the refresh button.
3. Inbox - The Inbox will list Position Requests, Postings, and Hiring Proposals (each on separate tabs) that are currently pending at your status and awaiting action from you.
4. Watch List – The Watch List will list Position Requests, Postings, and Hiring Proposals (each on separate tabs) that you have selected to monitor, regardless of the current status.
5. ***Tip*** – This system will allow the use of your internet browser's back and forward buttons.



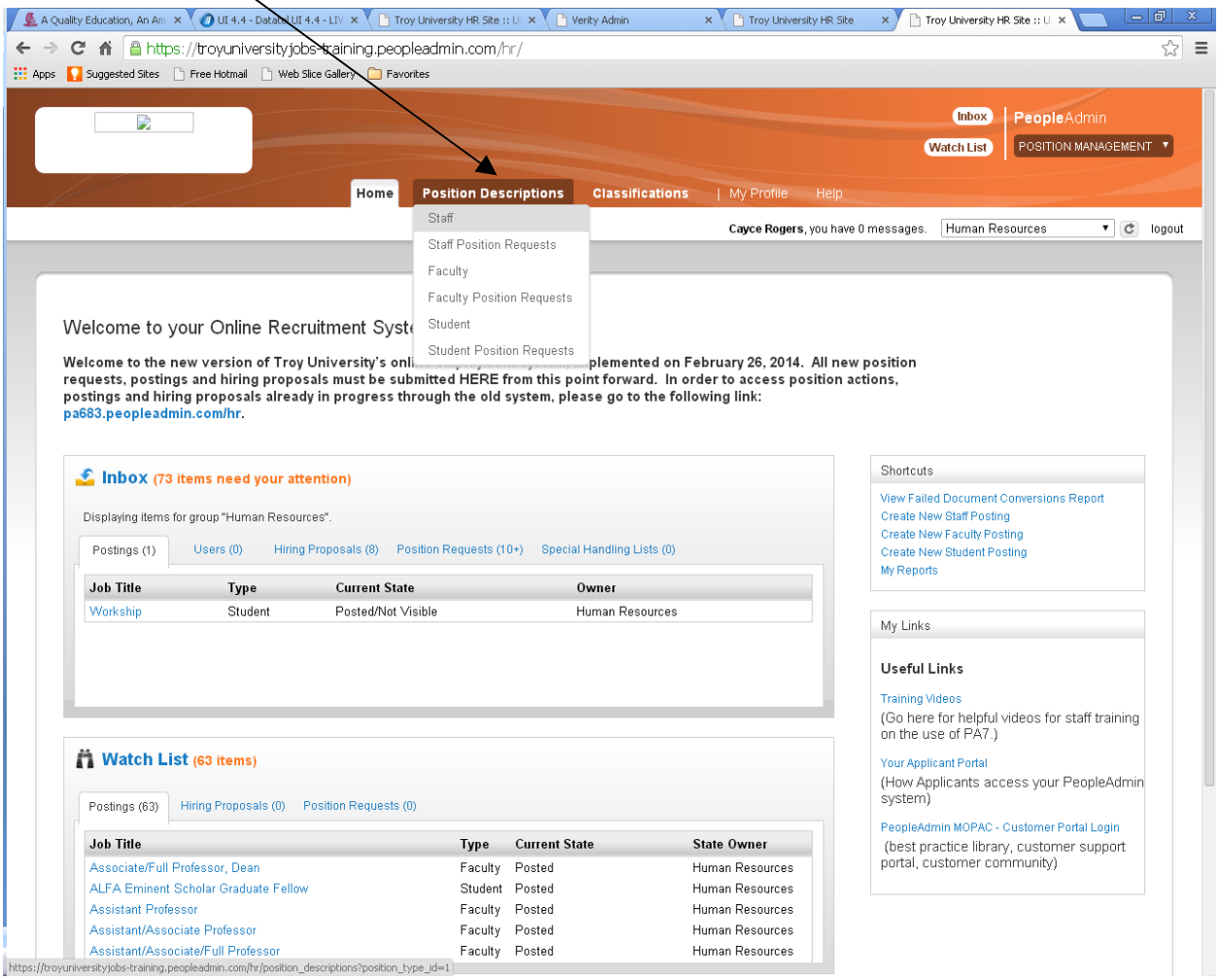
Position Management Module

The Position Management module is used to review Positions Descriptions, and create and approve Position Requests. All Position Descriptions and Position Requests are separated based on position type: Staff, Faculty, or Student.

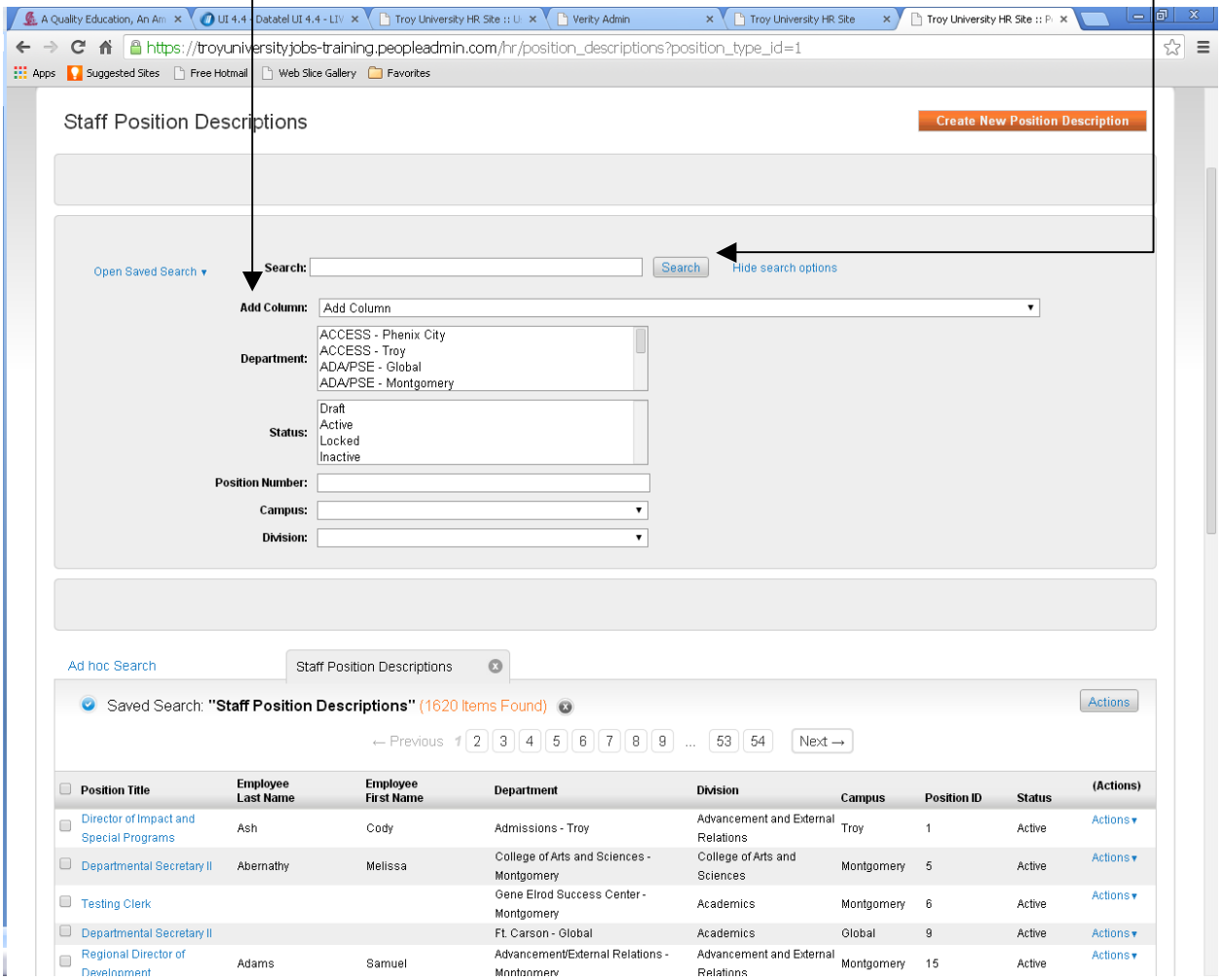
- A Position Description is a document listing all current information about a particular position.
- A Position Request is a form used to make changes to or take actions on a particular position.

POSITION DESCRIPTIONS

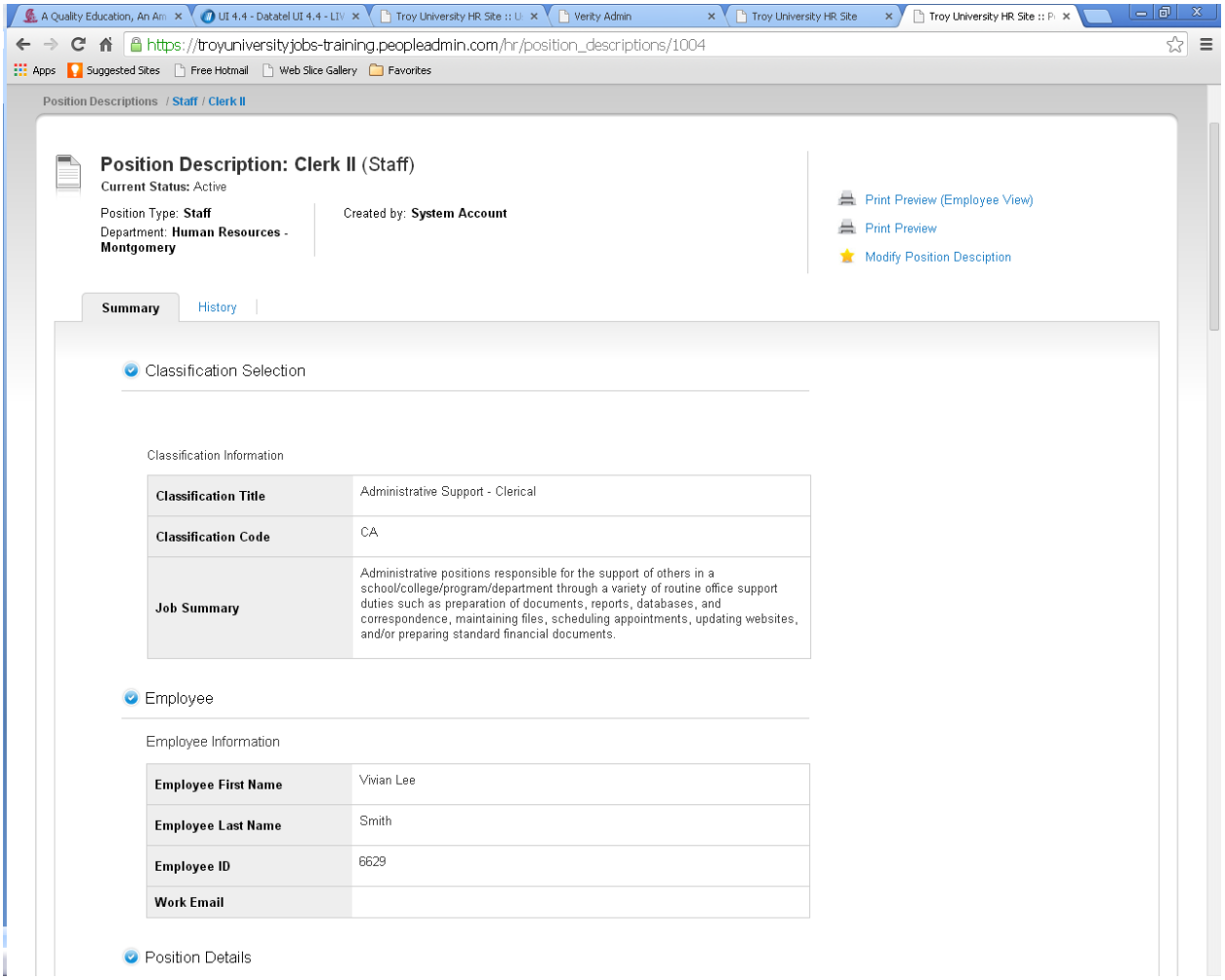
- **To review information on an existing position**
  1. Change module to Position Management
  2. Go to Position Descriptions tab
  3. Select appropriate position type (i.e. Staff, Faculty, Student)



4. Use the search fields to search for the appropriate position
    - The Search field is a key word search and can be used to search by any method, including employee name, position ID, position title, etc.
    - The Add Column field can be used to add additional columns to the search results table below.
5. Click the position title of the appropriate position to open the position description

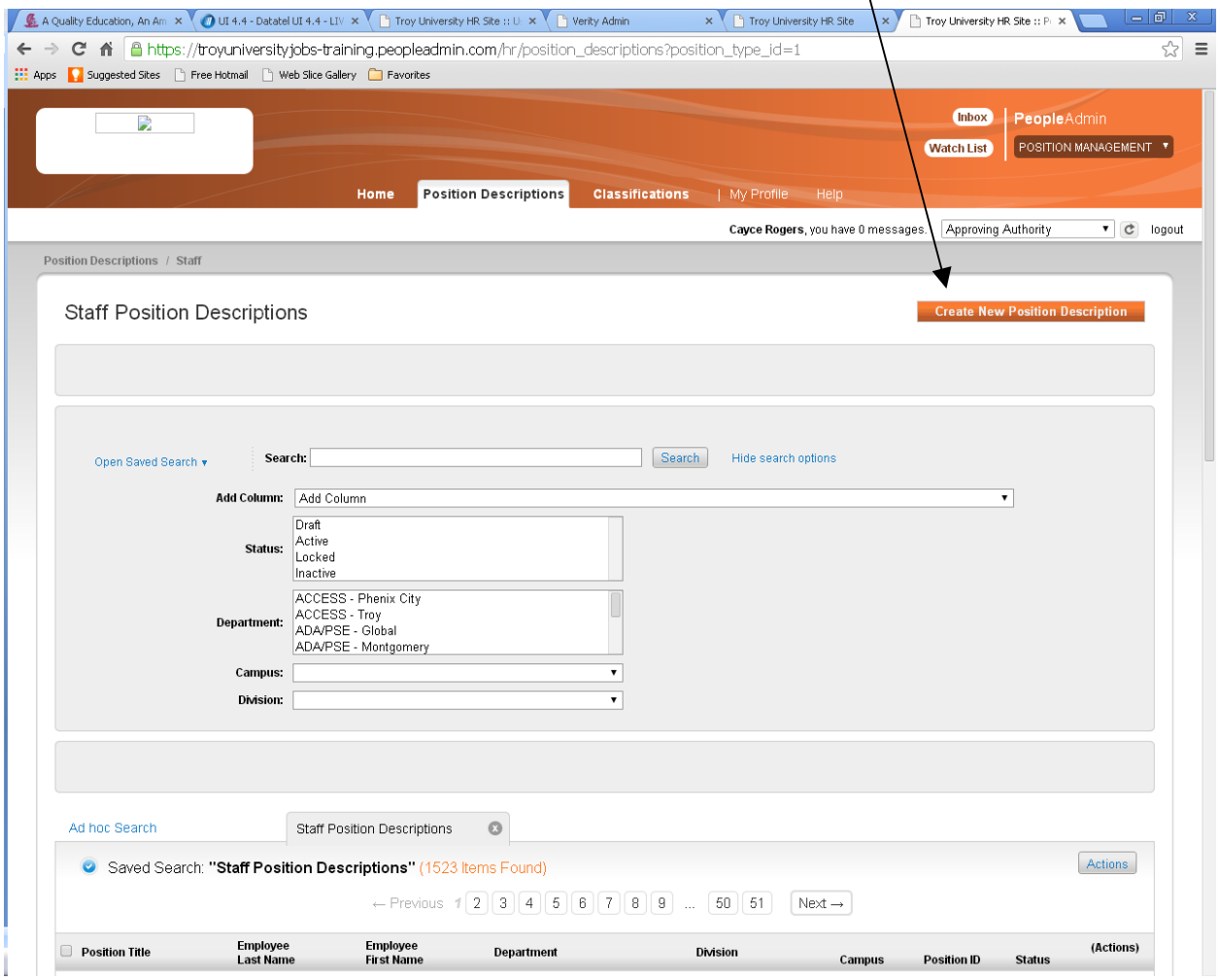


6. The position description provides a summary of all current position information

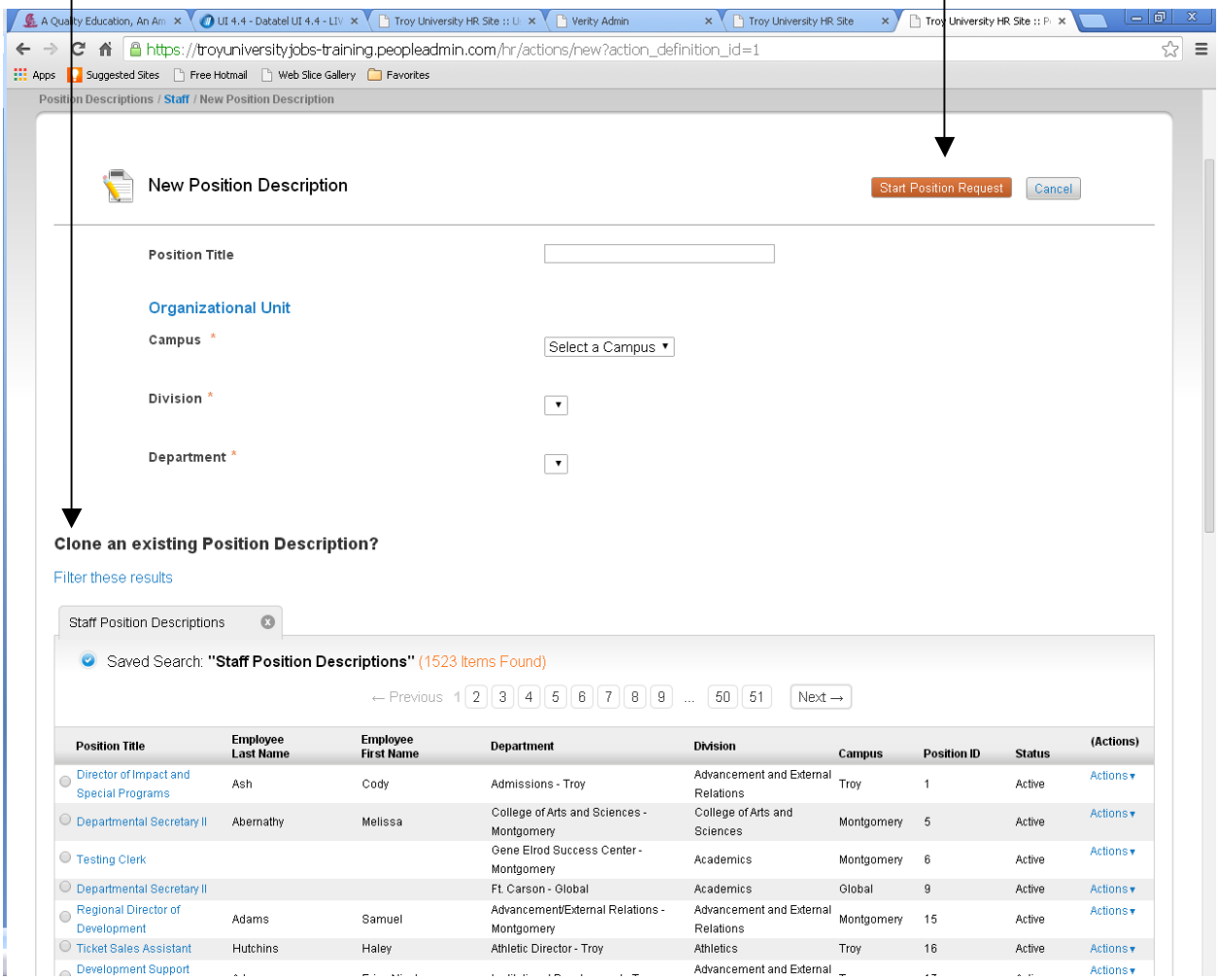


POSITION DESCRIPTIONS

- **To start a position request to create a new position**
    1. Change module to Position Management
    2. Go to Position Descriptions tab
    3. Select appropriate position type (i.e. Staff, Faculty, Student)
    4. Click the orange Create New Position Description button

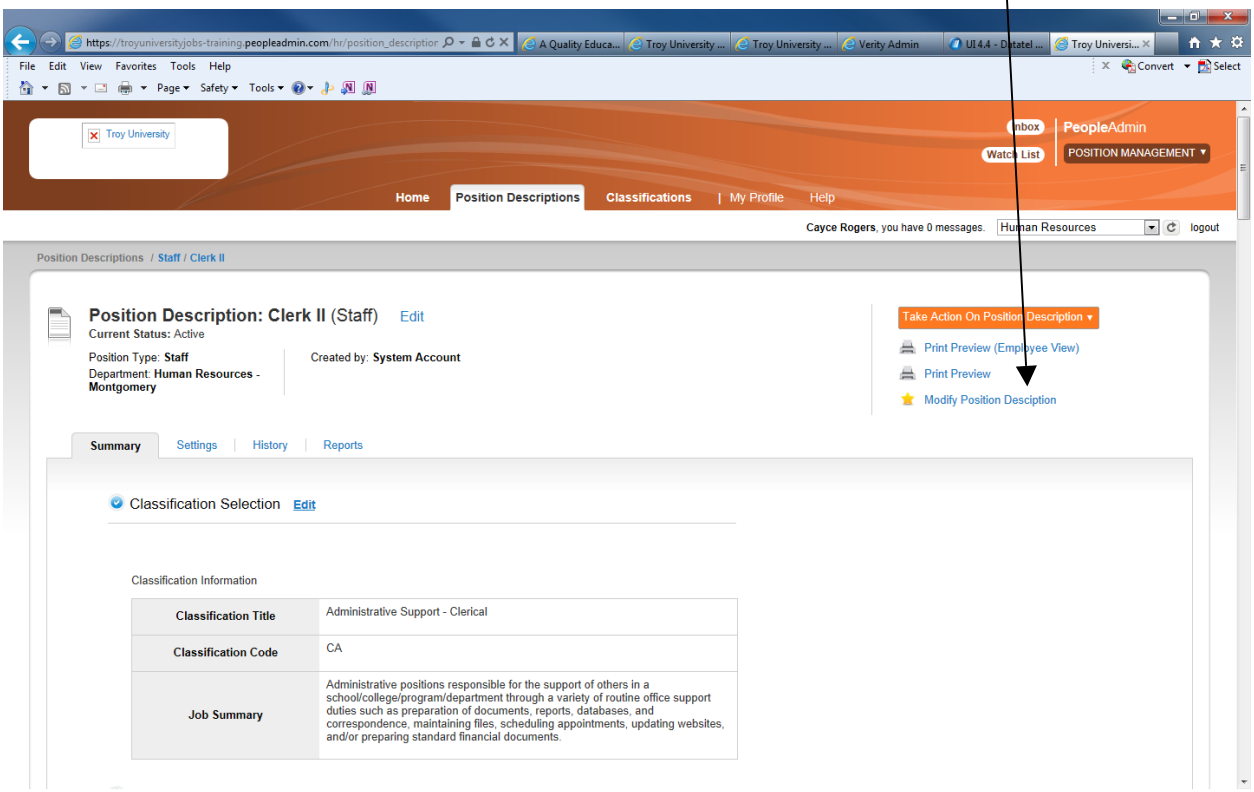


5. To create a new position from scratch, complete the Position Title, Campus, Division, and Department fields and then click the orange Start Position Request button
6. To clone (or copy) an existing position, click the circle next to the appropriate position title and then click the orange Start Position Request button (use the Filter these results link to search for the appropriate position)


https://troyuniversityjobs-training.peopleadmin.com/hr/actions/new?action_definition_id=1
Position Descriptions / Staff / New Position Description
New Position Description
Start Position Request
Cancel
Position Title
Organizational Unit
Campus *
Select a Campus
Division *
Department *
Clone an existing Position Description?
Filter these results
Staff Position Descriptions
Saved Search: "Staff Position Descriptions" (1523 Items Found)
← Previous 1 2 3 4 5 6 7 8 9 ... 50 51 Next →
Position Title | Employee Last Name | Employee First Name | Department | Division | Campus | Position ID | Status | (Actions)
Director of Impact and Special Programs | Ash | Cody | Admissions - Troy | Advancement and External Relations | Troy | 1 | Active | Actions
Departmental Secretary II | Abernathy | Melissa | College of Arts and Sciences - Montgomery | College of Arts and Sciences | Montgomery | 5 | Active | Actions
Testing Clerk | | | Gene Elrod Success Center - Montgomery | Academics | Montgomery | 6 | Active | Actions
Departmental Secretary II | | | Ft. Carson - Global | Academics | Global | 9 | Active | Actions
Regional Director of Development | Adams | Samuel | Advancement/External Relations - Montgomery | Advancement and External Relations | Montgomery | 15 | Active | Actions
Ticket Sales Assistant | Hutchins | Haley | Athletic Director - Troy | Athletics | Troy | 16 | Active | Actions
Development Support | | | | Advancement and External | | | | Actions

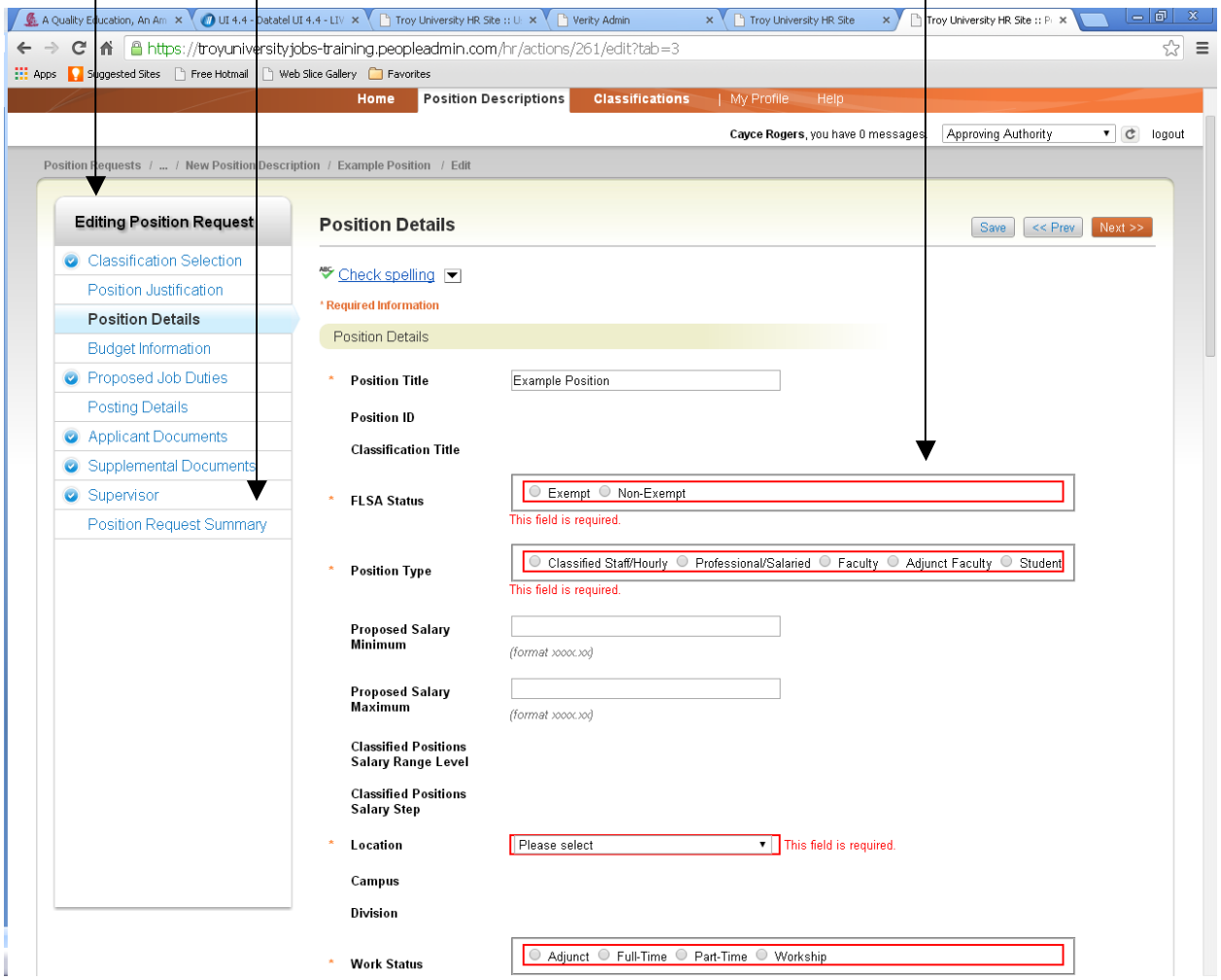
POSITION DESCRIPTIONS

- **To start a position request to modify an existing position**
    1. Change module to Position Management
    2. Go to Position Descriptions tab
    3. Select appropriate position type (i.e. Staff, Faculty, Student)
    4. Use the search fields to search for the appropriate position
    5. Click the position title of the appropriate position to open the position description
    6. Click the Modify Position Description link near the top right corner

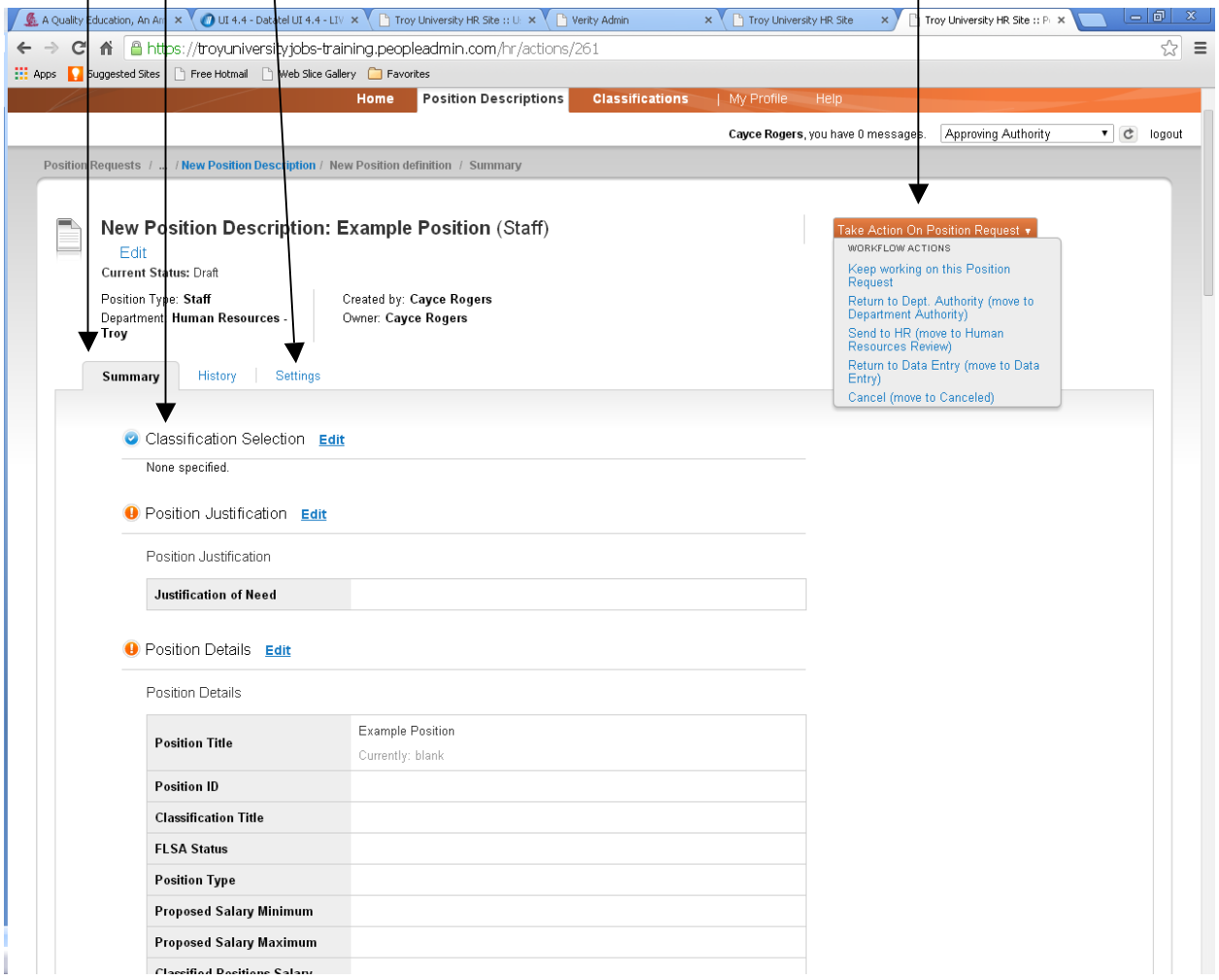


POSITION DESCRIPTIONS

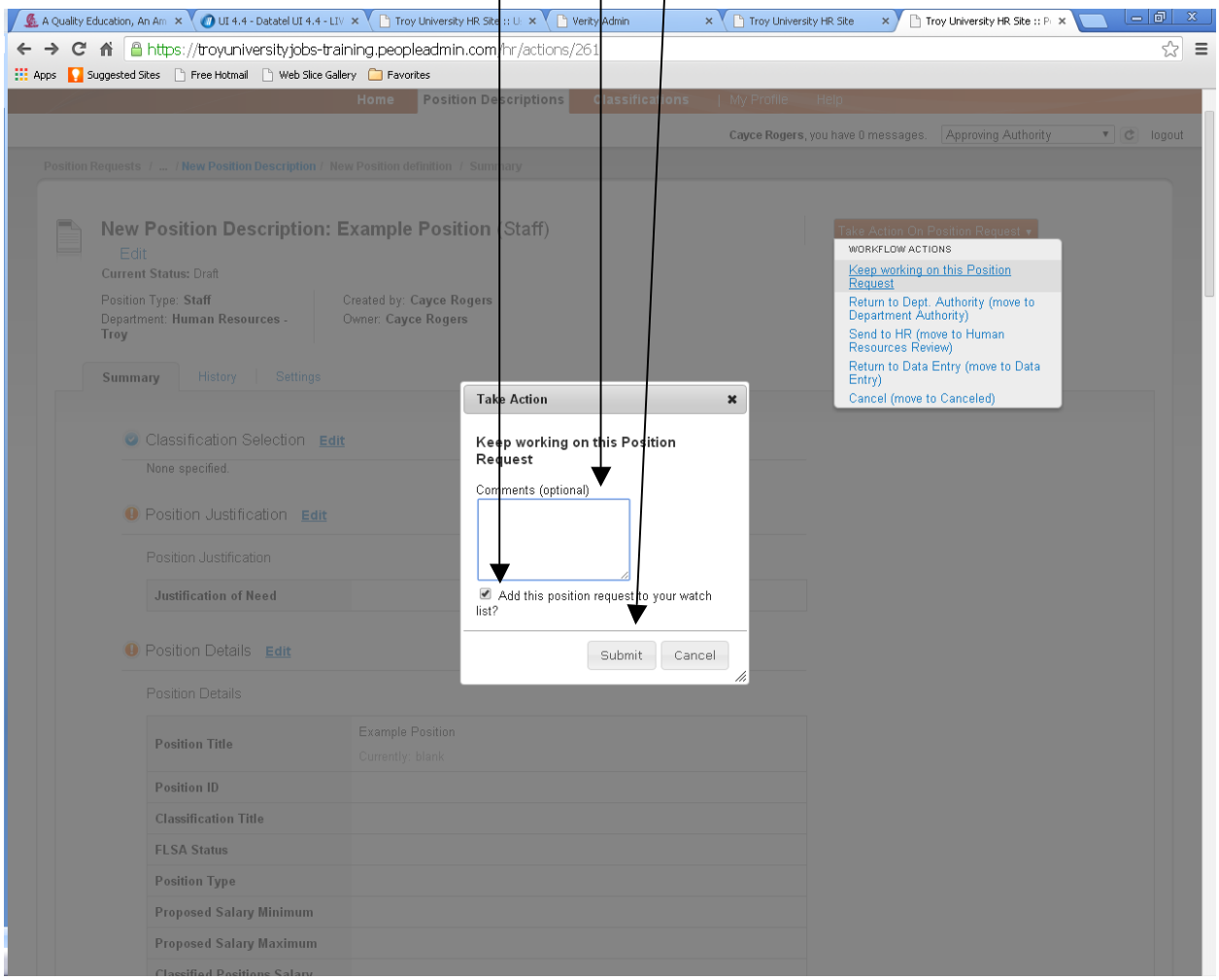
- **To complete the position request form**
  1. You should review and complete all fields on all pages of the Position Request form.
     - The menu on the left indicates each page of the form. As each page is completed, a blue check mark will appear next to it.
     - Required fields will be outlined in red and must be completed before the form can be submitted. However, you can move from page to page and/or save and exit the form without completing all required fields.
     - The end of the position request form is the Position Request Summary.



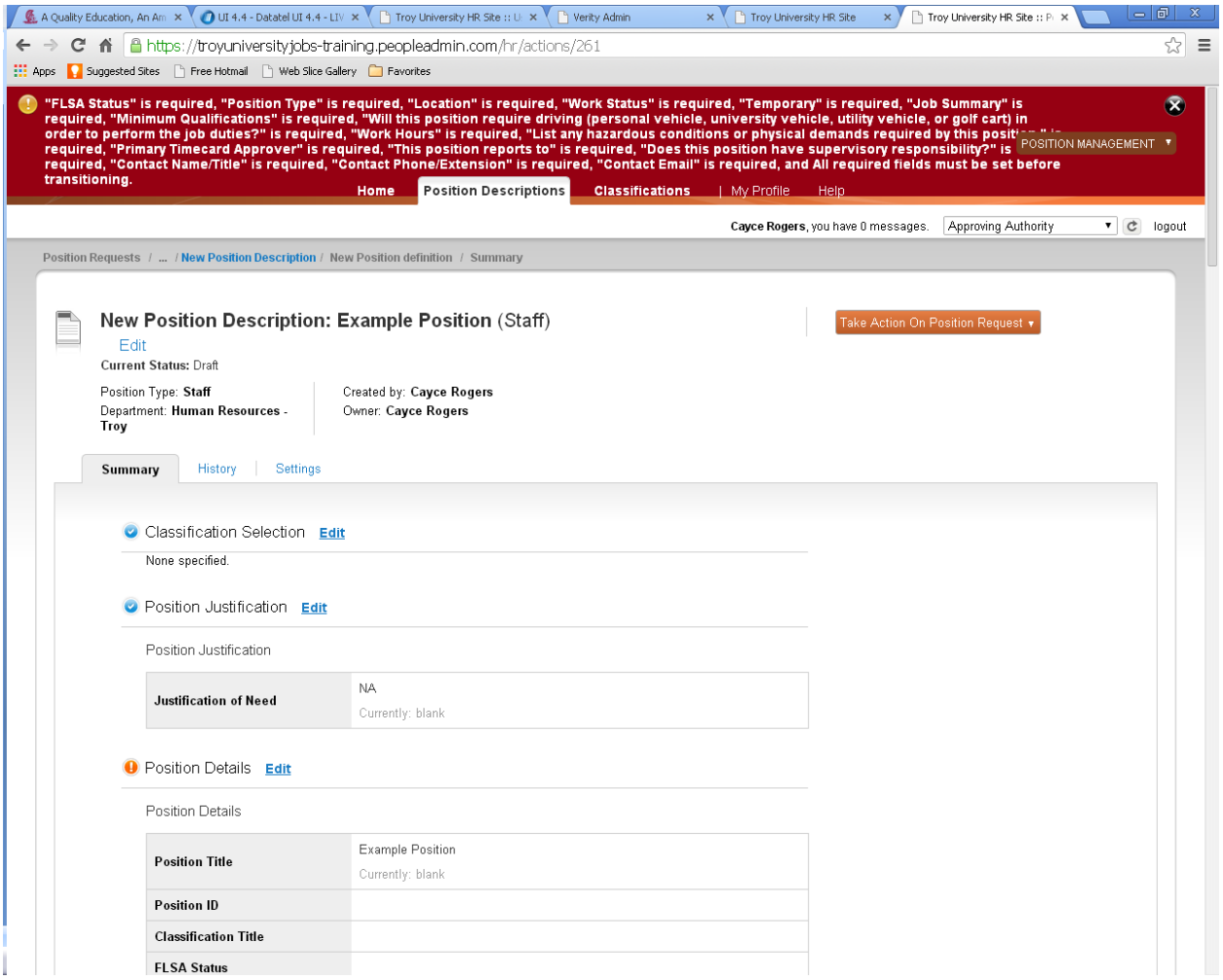
2. The Position Request Summary combines all pages of the position request form into one view, and lists all information and requested changes.
    - Completed pages will show a blue check mark next to the page heading. Pages that are still incomplete will show an orange exclamation mark next to the page heading. You cannot take action on the position request until all pages are complete.
    - The Settings tab will provide information on the Organizational Unit, which includes the Campus, Division and Department. The Settings tab is the only place this information can be changed.
    - When the form is complete, go to the orange Take Action on Position Request button and select the appropriate status to which the position request should be moved.



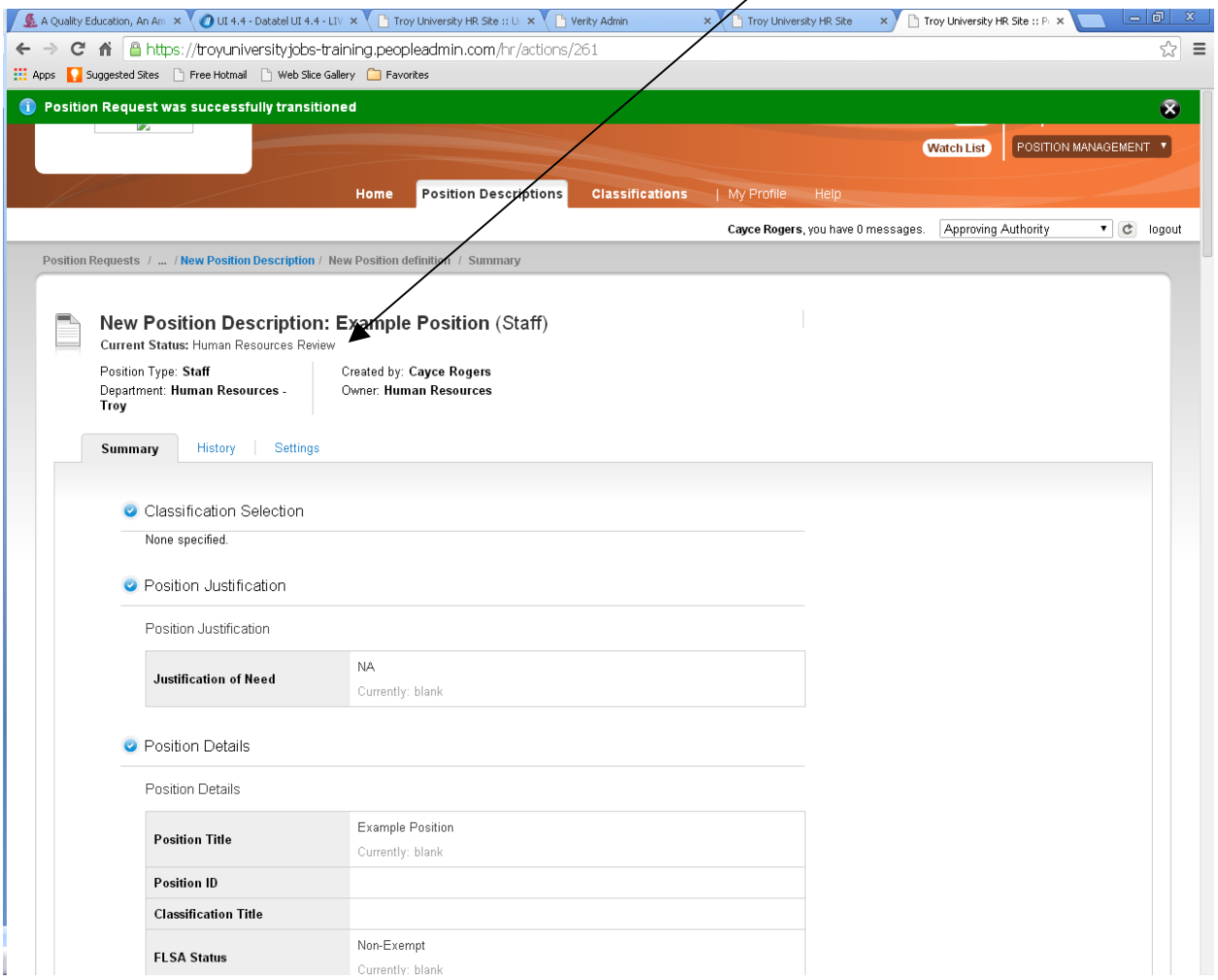
3. When you take action on a position request:
    - You will be given an opportunity to add Comments to the position request
    - You will be given an opportunity to add the position request to your Watch List (as shown on the Homepage)
    - You must click the Submit button to move the position request to the selected status



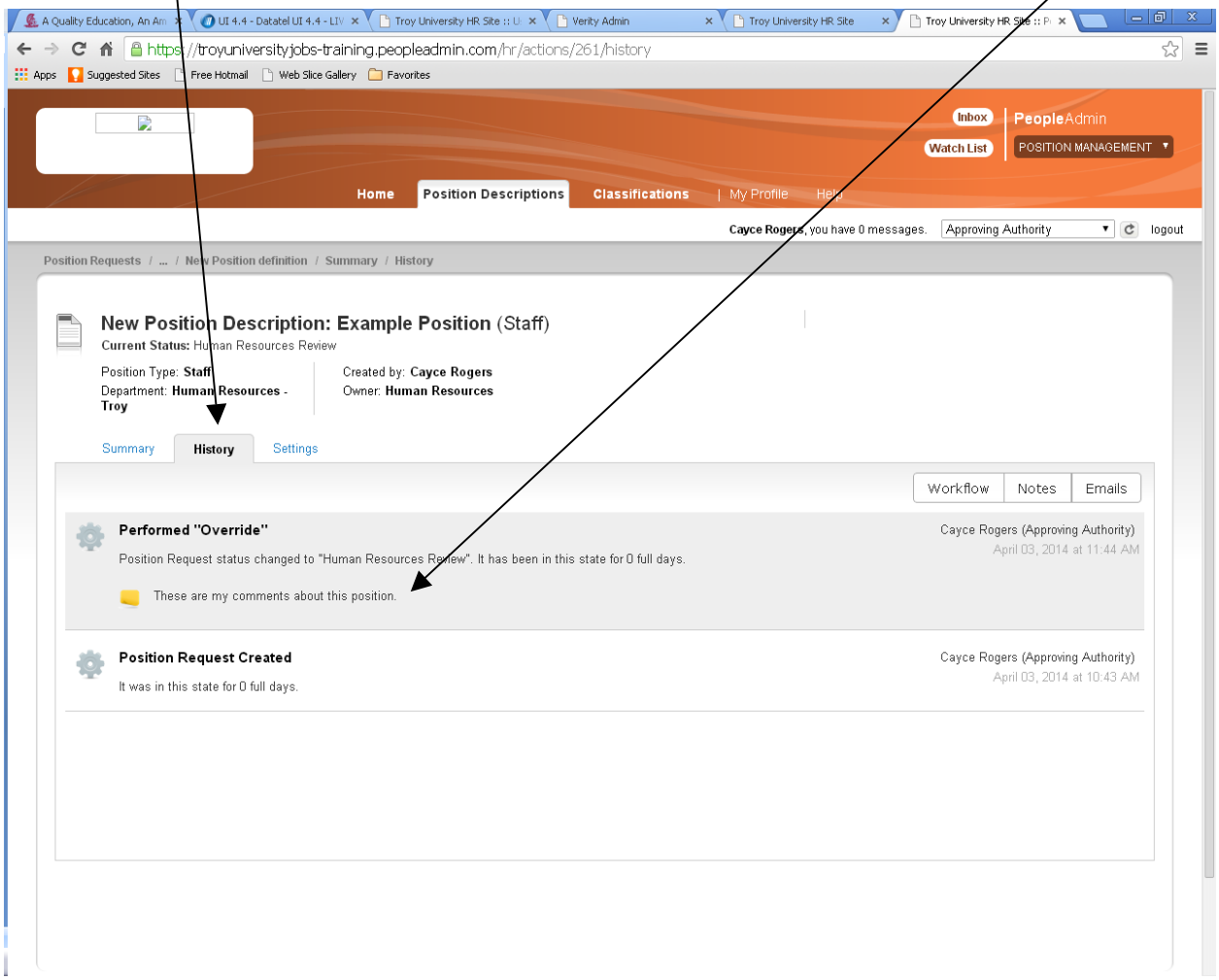
4. If all required fields are not complete, then the position request cannot be moved to another status. A red bar will appear at the top of the screen to inform you of the required fields that have not yet been completed.


https://troyuniversityjobs-training.peopleadmin.com/hr/actions/261
"FLSA Status" is required, "Position Type" is required, "Location" is required, "Work Status" is required, "Temporary" is required, "Job Summary" is required, "Minimum Qualifications" is required, "Will this position require driving (personal vehicle, university vehicle, utility vehicle, or golf cart) in order to perform the job duties?" is required, "Work Hours" is required, "List any hazardous conditions or physical demands required by this posit required, "Primary Timecard Approver" is required, "This position reports to" is required, "Does this position have supervisory responsibility?" is required, "Contact Name/Title" is required, "Contact Phone/Extension" is required, "Contact Email" is required, and All required fields must be set before transitioning.
POSITION MANAGEMENT
Home
Position Descriptions
Classifications
My Profile
Help
Cayce Rogers, you have 0 messages.
Approving Authority
logout
Position Requests / ... / New Position Description / New Position definition / Summary
New Position Description: Example Position (Staff)
Edit
Current Status: Draft
Position Type: Staff
Department: Human Resources - Troy
Created by: Cayce Rogers
Owner: Cayce Rogers
Take Action On Position Request
Summary
History
Settings
Classification Selection Edit
None specified.
Position Justification Edit
Position Justification
Justification of Need
NA
Currently: blank
Position Details Edit
Position Details
Position Title
Example Position
Currently: blank
Position ID
Classification Title
FLSA Status

5. If the position request is complete and moved to another status, then a green bar will appear at the top of the screen to inform you that the position request has been successfully transitioned. Additionally, the Current Status field will change to show the status to which the position request has been moved.

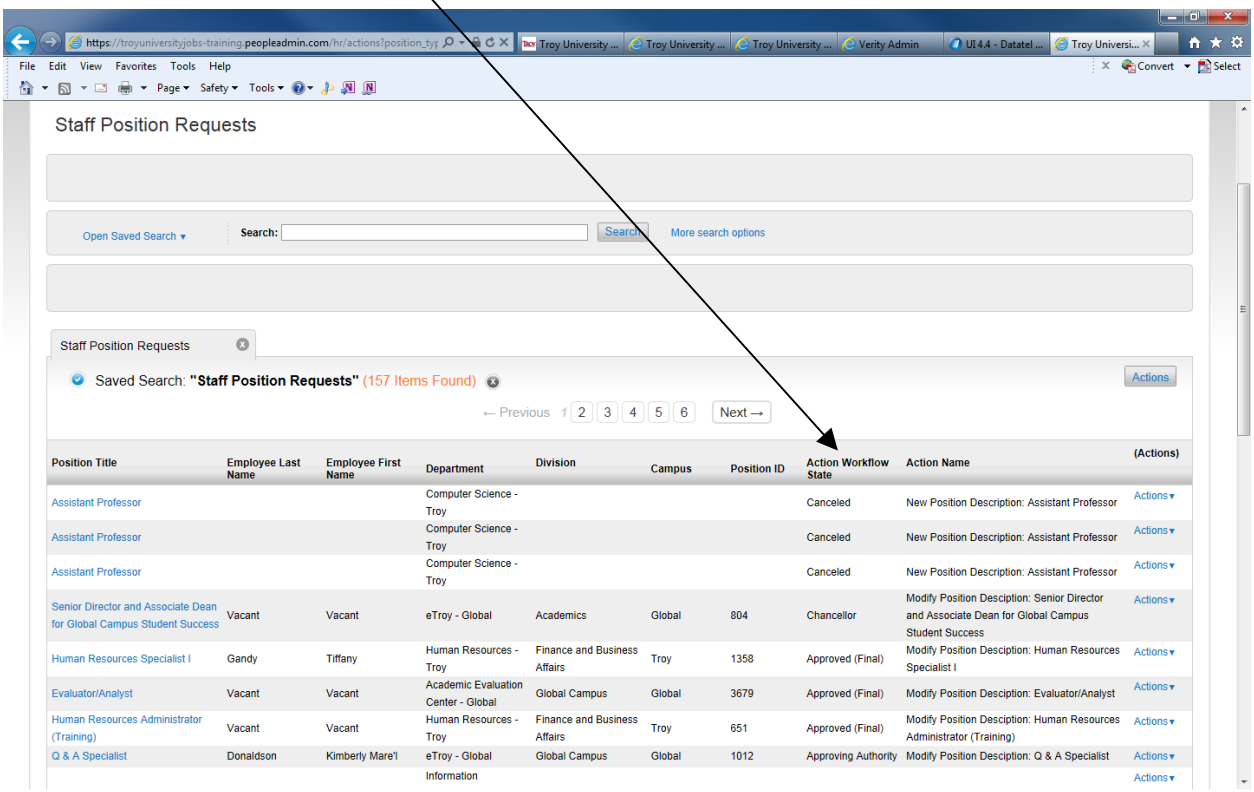


6. The History tab will provide information for the position request regarding each action that has been taken, including what action was taken, who took the action, and the date and time of the action. Additionally, the History tab will also list any Comments submitted by any user that has taken action on the position request.



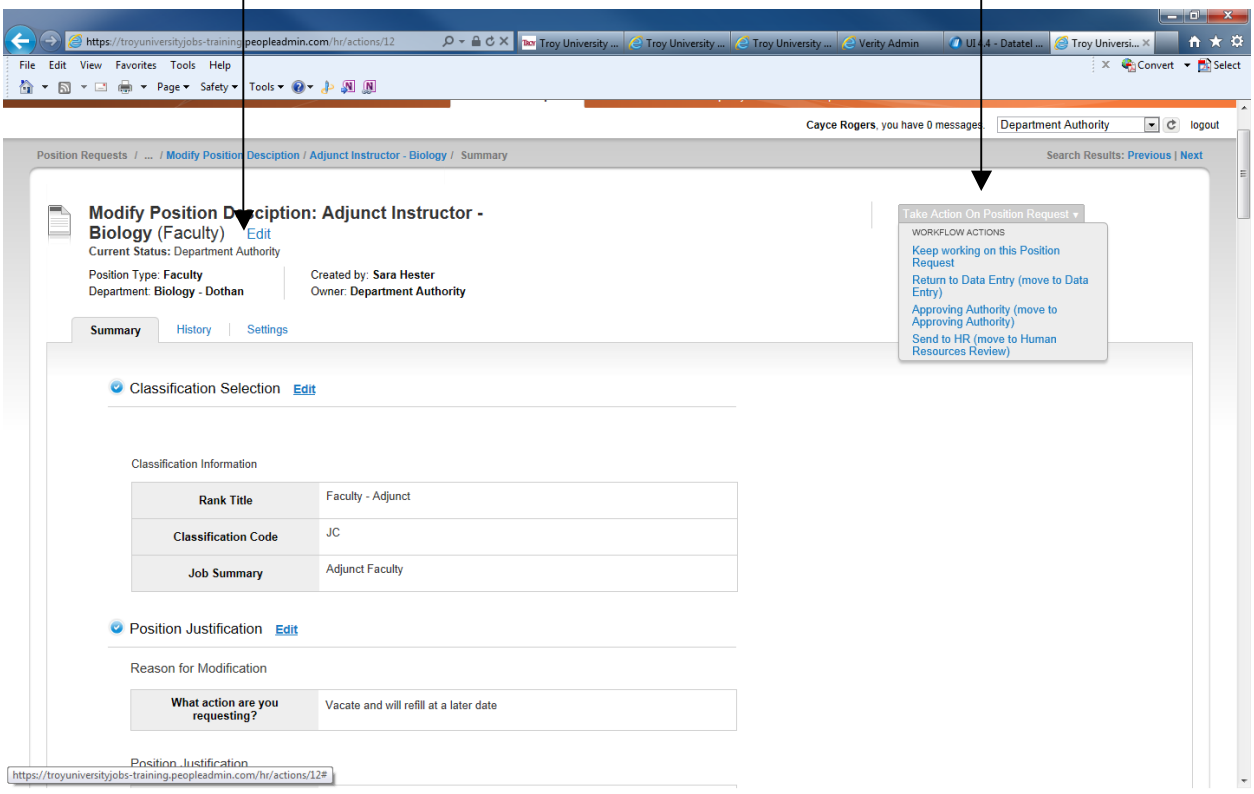
POSITION REQUESTS

- **To find an existing position request to check the status**
    1. Change module to Position Management
    2. Go to Position Descriptions tab
    3. Select appropriate type of Position Request (i.e. Staff Position Request, Faculty Position Request, Student Position Request)
    4. Use the search fields to search for the appropriate position request
    5. The Action Workflow State column will list the current status of the position request


Staff Position Requests
Open Saved Search
Search:
Search
More search options
Staff Position Requests
Saved Search: "Staff Position Requests" (157 Items Found)
Actions
← Previous 1 2 3 4 5 6 Next →
Position Title | Employee Last Name | Employee First Name | Department | Division | Campus | Position ID | Action Workflow State | Action Name | (Actions)
Assistant Professor | Computer Science - Troy | Canceled | New Position Description: Assistant Professor | Actions
Assistant Professor | Computer Science - Troy | Canceled | New Position Description: Assistant Professor | Actions
Assistant Professor | Computer Science - Troy | Canceled | New Position Description: Assistant Professor | Actions
Senior Director and Associate Dean for Global Campus Student Success | Vacant | Vacant | eTroy - Global | Academics | Global | 804 | Chancellor | Modify Position Description: Senior Director and Associate Dean for Global Campus Student Success | Actions
Human Resources Specialist I | Gandy | Tiffany | Human Resources - Troy | Finance and Business Affairs | Troy | 1358 | Approved (Final) | Modify Position Description: Human Resources Specialist I | Actions
Evaluator/Analyst | Vacant | Vacant | Academic Evaluation Center - Global | Global Campus | Global | 3679 | Approved (Final) | Modify Position Description: Evaluator/Analyst | Actions
Human Resources Administrator (Training) | Vacant | Vacant | Human Resources - Troy | Finance and Business Affairs | Troy | 651 | Approved (Final) | Modify Position Description: Human Resources Administrator (Training) | Actions
Q & A Specialist | Donaldson | Kimberly Marie'l | eTroy - Global | Global Campus | Global | 1012 | Approving Authority | Modify Position Description: Q & A Specialist | Actions
Information | Actions

POSITION REQUESTS

- **To find an existing position request to review and/or approve**
    1. Change module to Position Management
    2. Go to Position Descriptions tab
    3. Select appropriate type of Position Request (i.e. Staff Position Request, Faculty Position Request, Student Position Request)
    4. Use the search fields to search for the appropriate position request
    5. Click the position title of the appropriate position to open the position request
    6. Review the position request form, including the Summary tab, History tab, and Settings tab to ensure accuracy of information
        - If you need to make any changes to the position request form, you can click the Edit link to move into edit mode. You will only have the ability to edit the form if the position request is at the status for your user type.
    7. To approve, go to the orange Take Acton on Position Request button and select the appropriate status to move the position request to the next level of the approval chain. To disapprove, go to the orange Take Action on Position Request button and select the appropriate status to send the position request back to the previous level of the approval chain.
        - You will be able to make Comments regarding the reason for approval or disapproval.
        - You will only have the ability to Take Action on Position Request if the position request is at the status of your user type.


Cayce Rogers, you have 0 messages
Department Authority
logout
Position Requests / ... / Modify Position Desciption / Adjunct Instructor - Biology / Summary
Search Results: Previous | Next
Modify Position Description: Adjunct Instructor - Biology (Faculty) Edit
Current Status: Department Authority
Position Type: Faculty
Department: Biology - Dothan
Created by: Sara Hester
Owner: Department Authority
Take Action On Position Request
WORKFLOW ACTIONS
Keep working on this Position Request
Return to Data Entry (move to Data Entry)
Approving Authority (move to Approving Authority)
Send to HR (move to Human Resources Review)
Summary
History
Settings
Classification Selection Edit
Classification Information
Rank Title
Faculty - Adjunct
Classification Code
JC
Job Summary
Adjunct Faculty
Position Justification Edit
Reason for Modification
What action are you requesting?
Vacate and will refill at a later date

Applicant Tracking Module

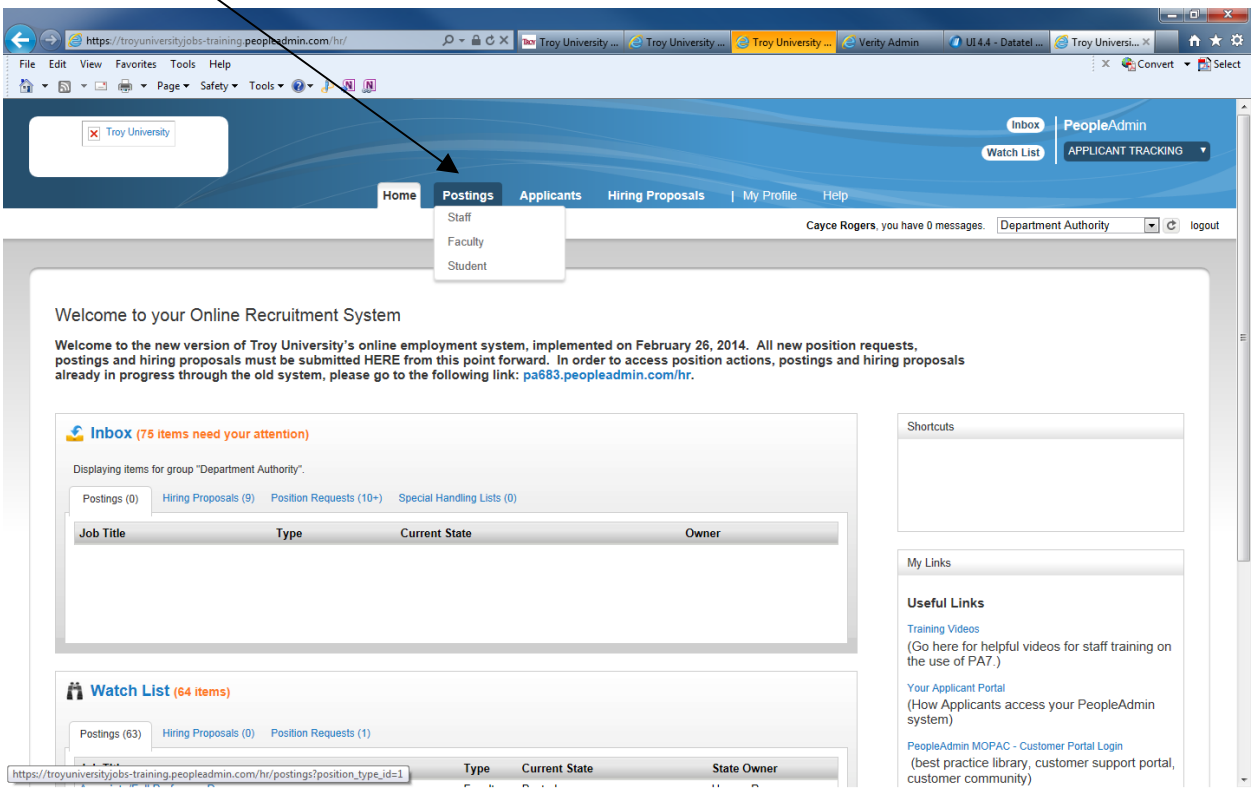
The Applicant Tracking module is used to review Postings, and create and approve Hiring Proposals. All Postings and Hiring Proposals are separated based on position type: Staff, Faculty, or Student.

- A Posting is a document listing information about a vacant position to notify applicants.
- A Hiring Proposal is a form used to submit a selected candidate for hire into a vacant position.

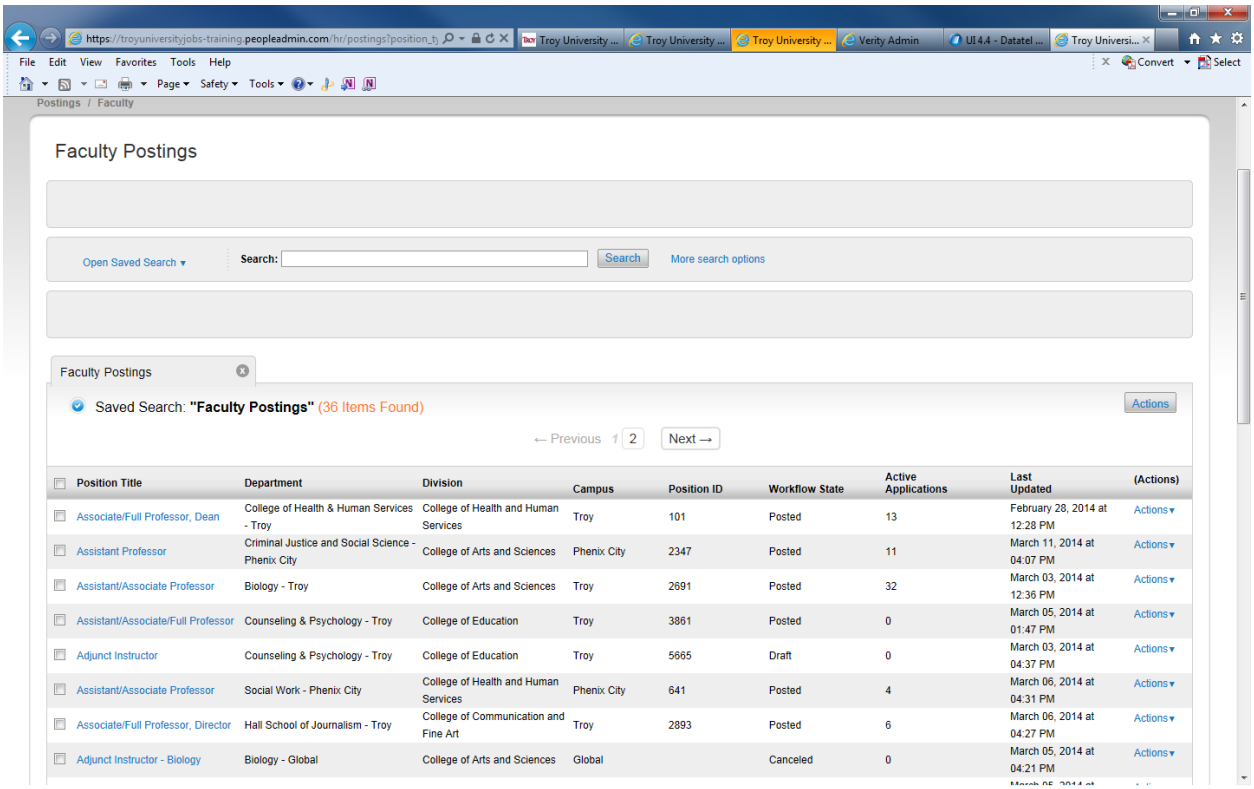
POSTINGS

Only Human Resources users can create and edit postings, as well as change the status (i.e. Posted, Closed, Filled, etc.) of postings. Other users can only view the posting, as well as view submitted applications and change the status of applicants.

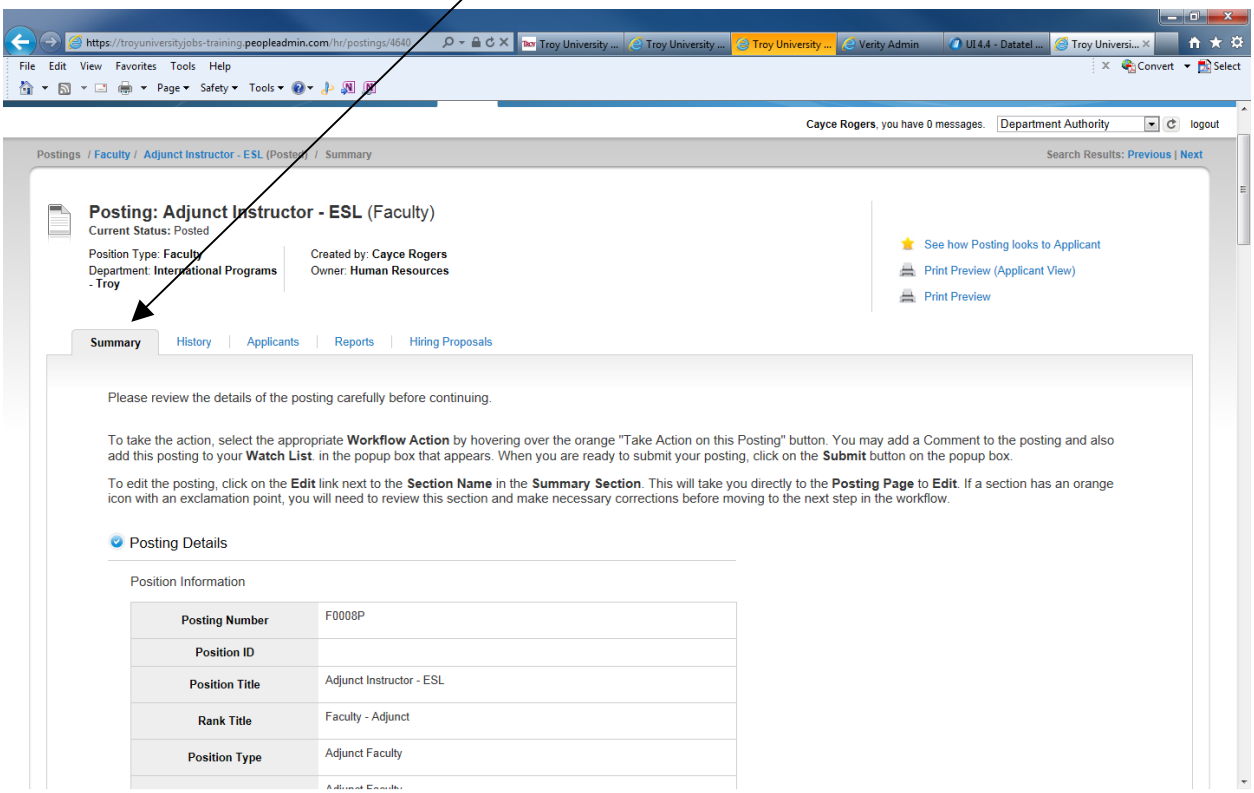
- **To view a posting and associated applications**
  1. Change module to Applicant Tracking
  2. Go to Postings tab
  3. Select appropriate type of posting (i.e. Staff, Faculty, Student)


Troy University
Inbox
Watch List
PeopleAdmin
APPLICANT TRACKING
Home
Postings
Applicants
Hiring Proposals
My Profile
Help
Staff
Faculty
Student
Cayce Rogers, you have 0 messages.
Department Authority
logout
Welcome to your Online Recruitment System
Welcome to the new version of Troy University's online employment system, implemented on February 26, 2014. All new position requests, postings and hiring proposals must be submitted HERE from this point forward. In order to access position actions, postings and hiring proposals already in progress through the old system, please go to the following link: pa683.peopleadmin.com/hr.
Inbox (75 items need your attention)
Displaying items for group "Department Authority".
Postings (0)
Hiring Proposals (9)
Position Requests (10+)
Special Handling Lists (0)
Job Title
Type
Current State
Owner
Shortcuts
My Links
Useful Links
Training Videos
(Go here for helpful videos for staff training on the use of PA7.)
Your Applicant Portal
(How Applicants access your PeopleAdmin system)
PeopleAdmin MOPAC - Customer Portal Login
(best practice library, customer support portal, customer community)
Watch List (64 items)
Postings (63)
Hiring Proposals (0)
Position Requests (1)
Type
Current State
State Owner

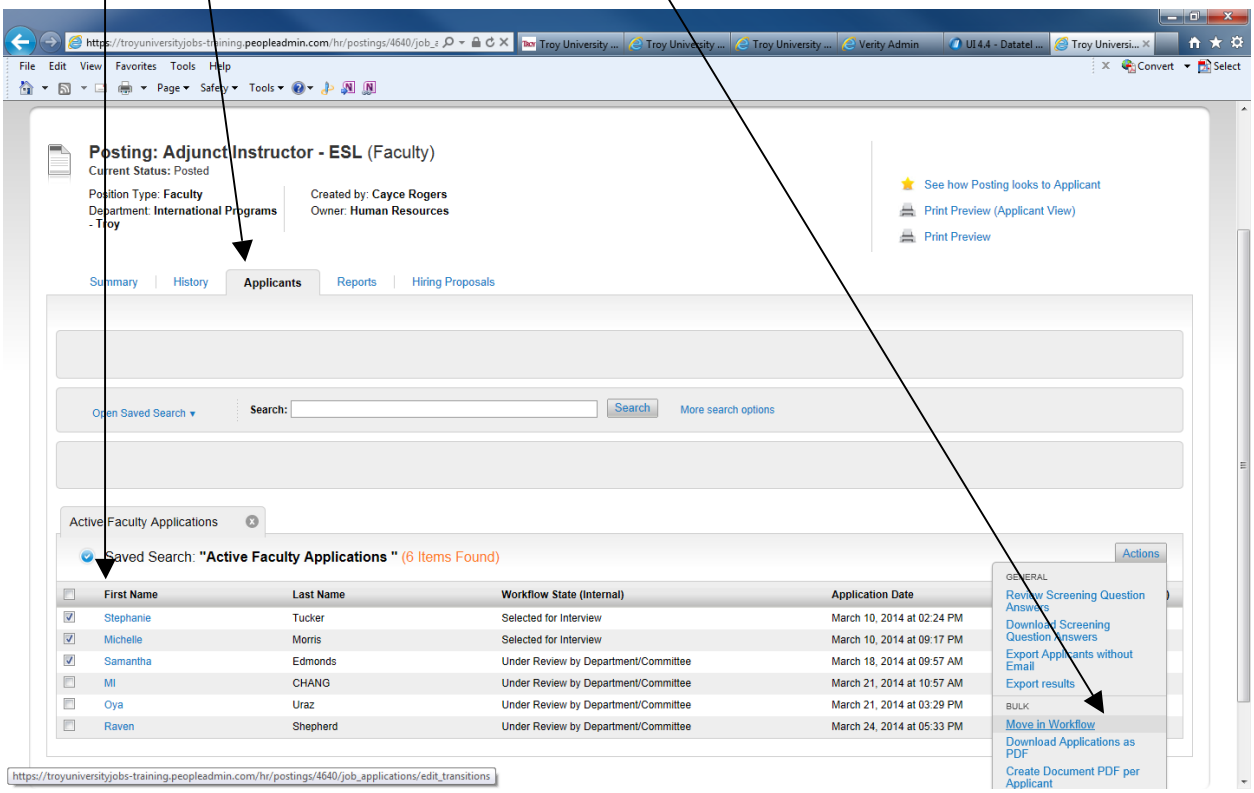
4. Use the search fields to search for the appropriate posting
5. Click the position title of the appropriate position to open the posting


Faculty Postings
Open Saved Search
Search:
Search
More search options
Faculty Postings
Saved Search: "Faculty Postings" (36 Items Found)
Actions
← Previous 1 2 Next →
Position Title | Department | Division | Campus | Position ID | Workflow State | Active Applications | Last Updated | (Actions)
Associate/Full Professor, Dean | College of Health & Human Services - Troy | College of Health and Human Services | Troy | 101 | Posted | 13 | February 28, 2014 at 12:28 PM | Actions
Assistant Professor | Criminal Justice and Social Science - Phenix City | College of Arts and Sciences | Phenix City | 2347 | Posted | 11 | March 11, 2014 at 04:07 PM | Actions
Assistant/Associate Professor | Biology - Troy | College of Arts and Sciences | Troy | 2691 | Posted | 32 | March 03, 2014 at 12:36 PM | Actions
Assistant/Associate/Full Professor | Counseling & Psychology - Troy | College of Education | Troy | 3861 | Posted | 0 | March 05, 2014 at 01:47 PM | Actions
Adjunct Instructor | Counseling & Psychology - Troy | College of Education | Troy | 5665 | Draft | 0 | March 03, 2014 at 04:37 PM | Actions
Assistant/Associate Professor | Social Work - Phenix City | College of Health and Human Services | Phenix City | 641 | Posted | 4 | March 06, 2014 at 04:31 PM | Actions
Associate/Full Professor, Director | Hall School of Journalism - Troy | College of Communication and Fine Art | Troy | 2893 | Posted | 6 | March 06, 2014 at 04:27 PM | Actions
Adjunct Instructor - Biology | Biology - Global | College of Arts and Sciences | Global | | Canceled | 0 | March 05, 2014 at 04:21 PM | Actions

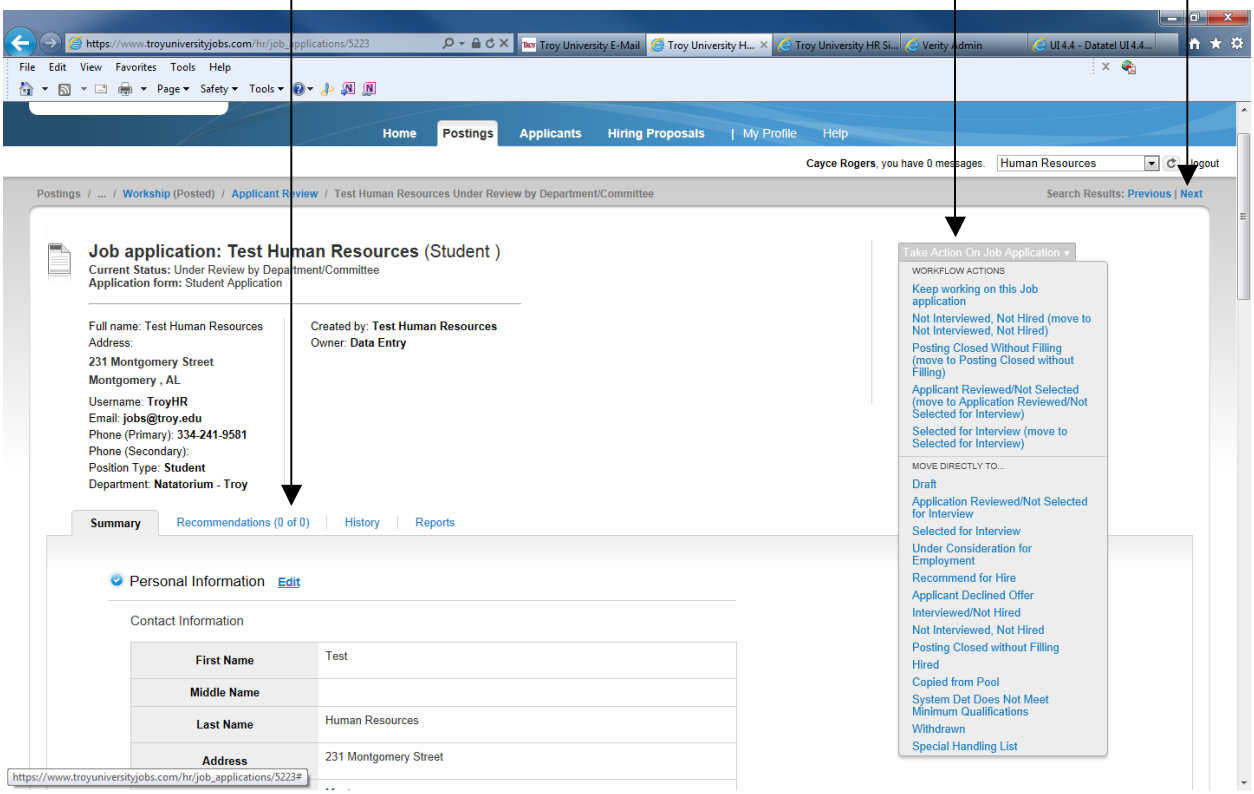
6. When you open the posting, the Summary tab will provide all information about the posting.


Cayce Rogers, you have 0 messages.
Department Authority
logout
Postings / Faculty / Adjunct Instructor - ESL (Posted) / Summary
Search Results: Previous | Next
Posting: Adjunct Instructor - ESL (Faculty)
Current Status: Posted
Position Type: Faculty
Department: International Programs - Troy
Created by: Cayce Rogers
Owner: Human Resources
See how Posting looks to Applicant
Print Preview (Applicant View)
Print Preview
Summary
History
Applicants
Reports
Hiring Proposals
Please review the details of the posting carefully before continuing.
To take the action, select the appropriate Workflow Action by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your Watch List. in the popup box that appears. When you are ready to submit your posting, click on the Submit button on the popup box.
To edit the posting, click on the Edit link next to the Section Name in the Summary Section. This will take you directly to the Posting Page to Edit. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.
Posting Details
Position Information
Posting Number
F0008P
Position ID
Position Title
Adjunct Instructor - ESL
Rank Title
Faculty - Adjunct
Position Type
Adjunct Faculty

7. The Applicants tab will provide a list of current applicants.
    a. You can click on the applicant's name to open the application.
    b. You can change the applicant status on multiple applicants at one time by clicking the check box next to each applicant's name, going to the Action button, and selecting Move in Workflow.

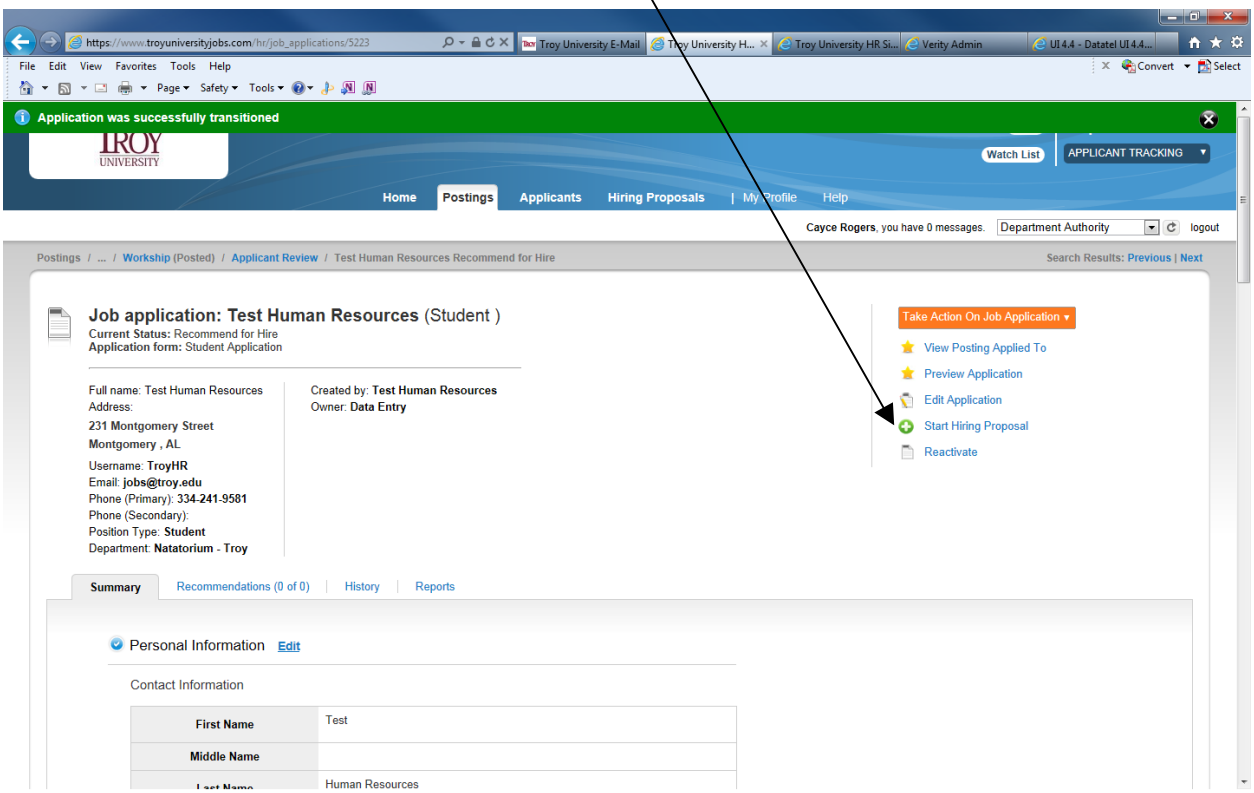

Posting: Adjunct Instructor - ESL (Faculty)
Current Status: Posted
Position Type: Faculty
Department: International Programs - Troy
Created by: Cayce Rogers
Owner: Human Resources
See how Posting looks to Applicant
Print Preview (Applicant View)
Print Preview
Summary
History
Applicants
Reports
Hiring Proposals
Open Saved Search
Search:
Search
More search options
Active Faculty Applications
Saved Search: "Active Faculty Applications " (6 Items Found)
Actions
First Name
Last Name
Workflow State (Internal)
Application Date
Stephanie Tucker Selected for Interview March 10, 2014 at 02:24 PM
Michelle Morris Selected for Interview March 10, 2014 at 09:17 PM
Samantha Edmonds Under Review by Department/Committee March 18, 2014 at 09:57 AM
MI CHANG Under Review by Department/Committee March 21, 2014 at 10:57 AM
Oya Uraz Under Review by Department/Committee March 21, 2014 at 03:29 PM
Raven Shepherd Under Review by Department/Committee March 24, 2014 at 05:33 PM
GENERAL
Review Screening Question Answers
Download Screening Question Answers
Export Applicants without Email
Export results
BULK
Move in Workflow
Download Applications as PDF
Create Document PDF per Applicant

8. When you open a specific application, all of the candidate's application information will be provided.
    a. Supplemental Questions are listed near the bottom.
    b. Links to the attached supplemental documents (i.e. resume/CV, cover letter, transcripts, etc.) are provided at the bottom.
    c. You can click the Next link in the top right corner of the screen to move on to the next application, or you can use the back button on your internet browser to return to the list of applicants.
    d. The Recommendations tab on the application will list confidential reference letters uploaded directly by the reference providers. However, reference letters are not requested until the applicant's status is changed to "Selected for Interview" by the department/committee.
    e. You can change the applicant status for the individual applicant by going to the orange Take Action On Job Application button in the top right corner, and then selecting the appropriate application status.

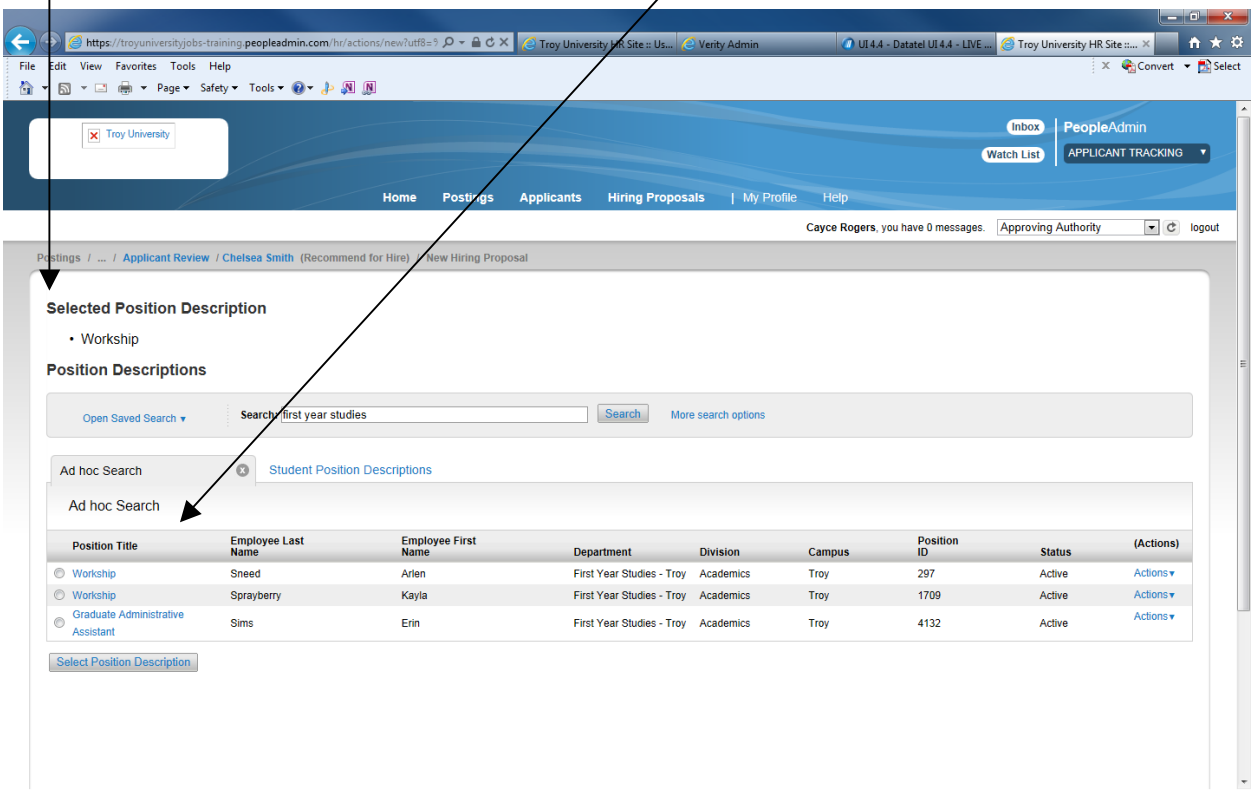


POSTINGS

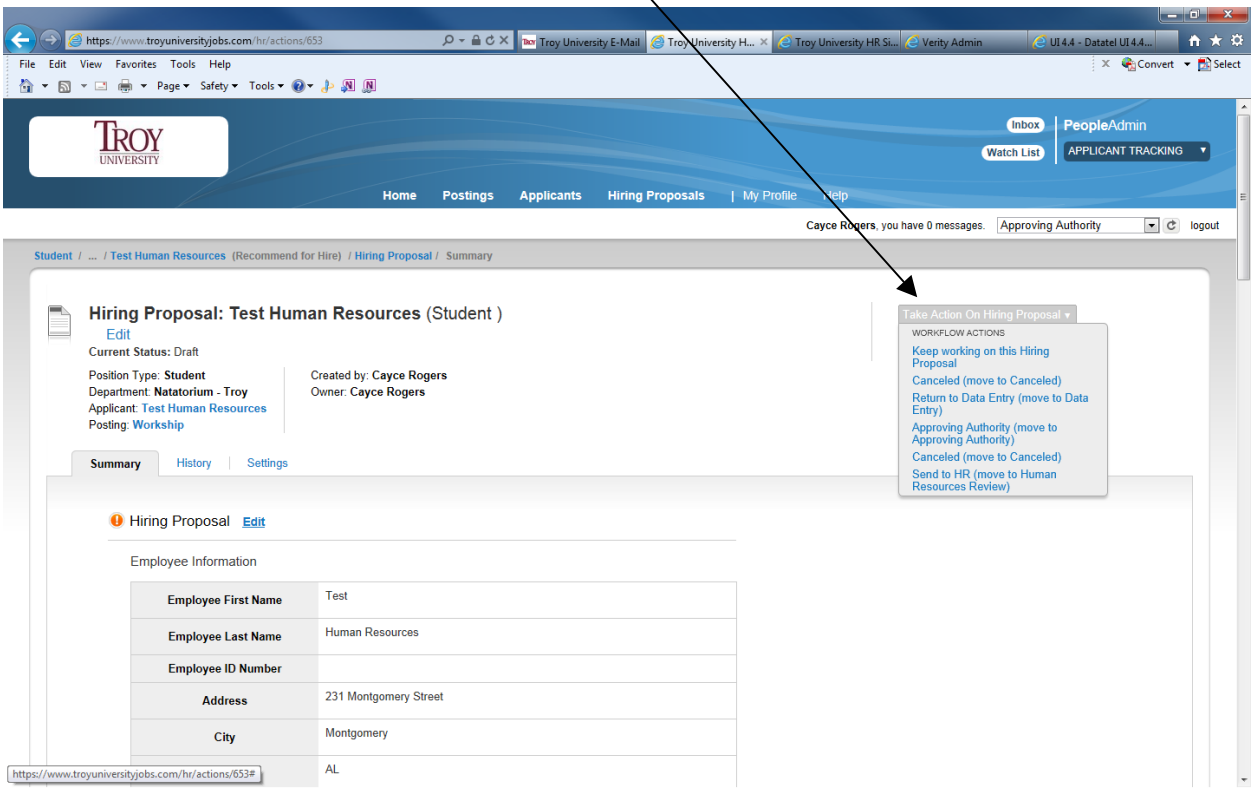
- **To start a hiring proposal**
  1. Open the application of the selected candidate
  2. Change the applicant status to Recommend for Hire
  3. Click on the now available link for Start Hiring Proposal near the top right corner



4. You can choose to hire the selected candidate into the position that was posted – this position will be listed at the top of the page under Selected Position Description – by scrolling to the bottom of the page and clicking the Select Position Description button.
5. Or, in cases where you are filling multiple identical positions from the same posting, you can choose to hire the selected candidate into a different position than the posted position - the other position must be identical to the posted position – by using the search fields to identify the appropriate position, checking the circle for the appropriate position, and clicking the Select Position Description button.

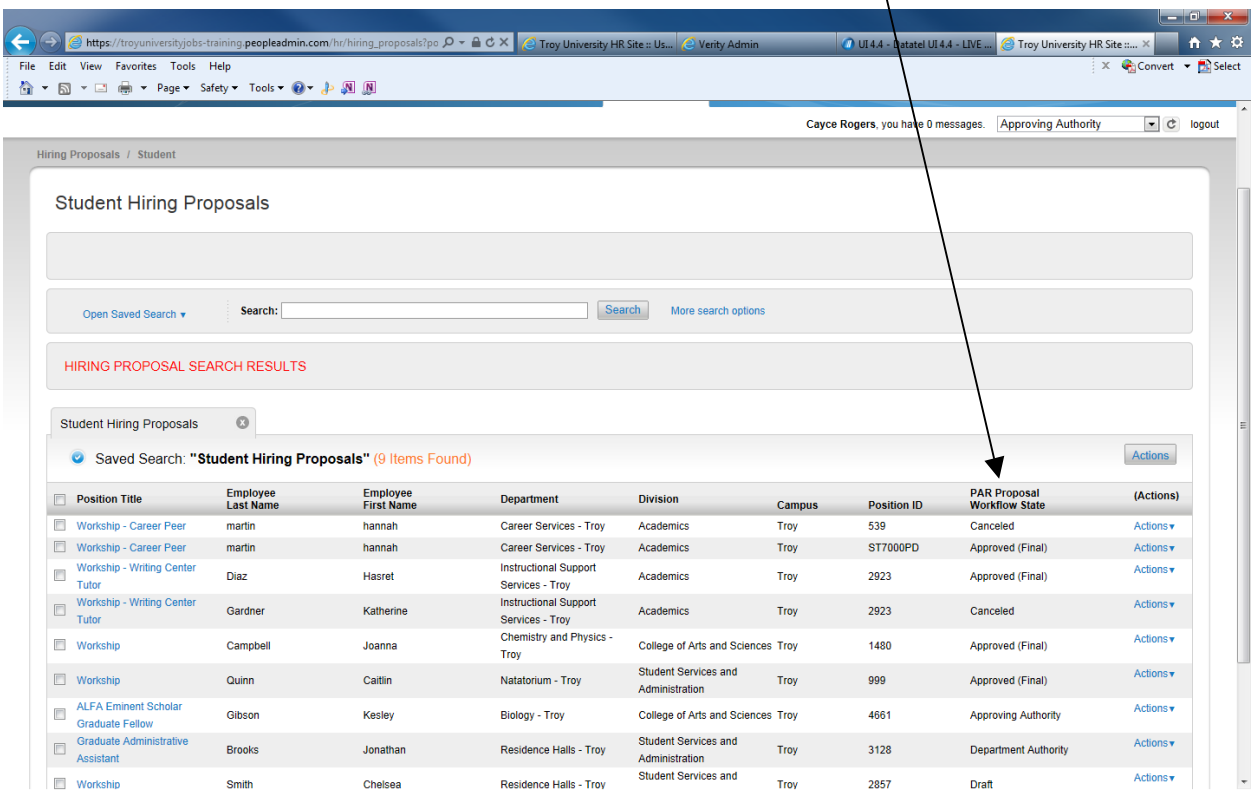


6. You should review and complete all fields on all pages of the Hiring Proposal form.
7. When the form is complete and you reach the Hiring Proposal Summary page, go to the orange Take Action on Hiring Proposal button and select the appropriate status to which the position request should be moved.



HIRING PROPOSALS

- **To find an existing hiring proposal to check the status**
    1. Change module to Applicant Tracking
    2. Go to Hiring Proposals tab
    3. Select appropriate position type (i.e. Staff, Faculty, Student)
    4. Use the search fields to search for the appropriate hiring proposal
    5. The Proposal Workflow State column will list the current status of the hiring proposal



Position Title	Employee Last Name	Employee First Name	Department	Division	Campus	Position ID	PAR Proposal Workflow State	(Actions)
Workship - Career Peer	martin	hannah	Career Services - Troy	Academics	Troy	539	Canceled	Actions
Workship - Career Peer	martin	hannah	Career Services - Troy	Academics	Troy	ST7000PD	Approved (Final)	Actions
Workship - Writing Center Tutor	Diaz	Hasret	Instructional Support Services - Troy	Academics	Troy	2923	Approved (Final)	Actions
Workship - Writing Center Tutor	Gardner	Katherine	Instructional Support Services - Troy	Academics	Troy	2923	Canceled	Actions
Workship	Campbell	Joanna	Chemistry and Physics - Troy	College of Arts and Sciences	Troy	1480	Approved (Final)	Actions
Workship	Quinn	Caitlin	Natatorium - Troy	Student Services and Administration	Troy	999	Approved (Final)	Actions
ALFA Eminent Scholar Graduate Fellow	Gibson	Kesley	Biology - Troy	College of Arts and Sciences	Troy	4661	Approving Authority	Actions
Graduate Administrative Assistant	Brooks	Jonathan	Residence Halls - Troy	Student Services and Administration	Troy	3128	Department Authority	Actions
Workship	Smith	Chelsea	Residence Halls - Troy	Student Services and	Troy	2857	Draft	Actions

HIRING PROPOSALS

- **To find an existing hiring proposal to review and/or approve**
  1. Change module to Applicant Tracking
  2. Go to Hiring Proposals tab
  3. Select appropriate position type (i.e. Staff, Faculty, Student)
  4. Use the search fields to search for the appropriate hiring proposal
  5. Click the position title of the appropriate position to open the hiring proposal
  6. Review the hiring proposal form, including the Summary tab, History tab, and Settings tab to ensure accuracy of information
     a. If you need to make any changes to the hiring proposal form, you can click the Edit link to move into edit mode. You will only have the ability to edit the form if the hiring proposal is at the status for your user type.
  7. To approve, go to the orange Take Acton on Hiring Proposal button and select the appropriate status to move the hiring proposal to the next level of the approval chain. To disapprove, go to the orange Take Action on Hiring Proposal button and select the appropriate status to send the Hiring Proposal back to the previous level of the approval chain.
     a. You will be able to make Comments regarding the reason for approval or disapproval.
     b. You will only have the ability to Take Action on Hiring Proposal if the Hiring Proposal is at the status of your user type.